



Bar & Food Co-ordinator **Leeds Trinity Students' Union venue; StUdio**

Reports to: General Manager
Responsible for: Student staff, StUdio Assistant
Role Purpose: To strategically develop our drink & food venue ensuring excellent customer service, licensing & legal compliance.
Salary; £20,000 pro rata
Contract; Fixed term until July 2021
Hours: Flexible Daytime, Evenings & Weekends. It is envisaged that the role will require full time hours (35/wk) during September- April for core venue opening hours and part time hours (28/wk) May-July for events.
Key Relationships: Leeds Trinity Students, NUS Commercial Team, Leeds Trinity University, Union Colleagues

Key Responsibilities

- Develop and implement a strategy for StUdio as a multi-purpose social, food and drink student space.
- Ensure we meet licensing requirements and health and safety regulations (post holder will be trained to become the designated premises supervisor and possess a food hygiene certificate at level 3.)
- Work closely with colleagues across the Students' Union to ensure that StUdio becomes a space for sports clubs, societies and student activities following the Union Communications strategy principles.
- Develop in conjunction with the General Manager a budget for StUdio which is achieved.
- Provide leadership to the StUdio venue team ensuring they follow the strategy set for the venue and being the first point of contact for student staff.

Valued Student Service

- Develop a venue that is genuinely exciting and engaging to Leeds Trinity students.
- Hold termly student feedback meetings alongside the Sabbatical Officers and General Manager ensuring we listen and respond to student feedback about their venue.
- Work in partnership with Sabbatical Officer and staff colleagues ensuring StUdio is part of a joined-up approach in day to day SU operations.
- Ensure the service is meeting targets set in the annual 'Rate your Union' survey
- Proactively respond to feedback from students to enhance the service.
- Work closely with marketing and activity colleagues to ensure a range of events within the venue that are well promoted.

Compliance & Quality

- Ensure we meet and uphold licensing regulations and standards and proactively lead work on ensuring the venue meets health and safety obligations.
- Lead work on the annual 'Best Bar None' accreditation.

- Lead work on us meeting the requirements of the 'NUS Licensing Plus' ensuring we capitalise on the funding streams available from the NUS Purchasing Consortium.
- Review the service in conjunction with the General Manager against the NUS Quality Students' Unions standard ensuring it would uphold our current rating across the Union of excellent.
- Maintain accurate records of deliveries working closely with the Finance Co-ordinator to ensure we pay the correct amount for orders via NUS Central Billing.
- Ensure effective stock management proactively avoiding wastage and maintaining up to date records.
- Work closely with the Finance Co-ordinator and General Manager on effective financial records of StUdio's performance ensuring invoices, delivery notes and purchases orders are submitted promptly and ensuring appropriate insurance is in place for StUdio.
- Ensure staff hours for payroll as submitted in line with organisational deadlines for prompt processing.
- Lead training for the StUdio team ensuring that all team members and leaders are aware of and meeting licensing and health and safety obligations.
- Build a strong relationship with the NUS Commercial Team making the most of their insight and expertise.
- Maintain good practice in catering and licensed trade primarily through Students' Unions colleagues and NUS trading team proactively adopting new and innovative approaches to enhance our overall service offer.

General

- To develop positive and productive working relationships with colleagues, partners and stakeholders.
- To work with colleagues leading on Marketing to ensure students, staff and stakeholders are aware of all activities relating to your areas of responsibility.
- All work to be done in line with Union constitution, policies & procedures and appropriate Health and Safety, Insurance, Financial legislation, Data protection regulations including GDPR.
- Adopt a flexible approach to work hours including evening, weekend and remote working including at short notice.
- To work in a way that compliments the Union values.

Critical Success Factors

- To develop a strategy for StUdio with the General Manager
- To complete the 'Best Bar None' accreditation demonstrating year on year progress.
- To have benchmarked the service against the Quality Students' Unions standard ultimately achieving 'excellent'

Person Specification

When applying wherever possible please provide evidence in the supporting statement to show how you sufficiently meet the criteria assessed by application. This helps us decide which candidates we will then invite for interview.

Person Specification	Essential	Desirable	How Assessed
Experience			
Experience with wet sales stock management	X		A/I
Experience with dry sales stock management		X	A
Experience with shift management and team leadership	X		A/I
Experience of providing excellent bar customer service which is mirrored by venue staff	X		A/I
Experience of providing excellent hot food customer service		X	A
Experience with 'Best Bar None' accreditation		X	A
Previous experience as a designated premises supervisor		X	A
Experience with NUS central billing and NUS Trade		X	A
Previous experience developing a food and drink venue		X	A
Previous experience in a Students' Union venue		X	A
Skills			
Being able to develop positive relationships with others quickly	X		A/I
Level 3 Food Hygiene certification		X	A/I
SIA licensed door supervisor		X	A
Personal license holder		X	A/I
Personal Qualities			
Commitment to the Union core values (Students First, Inclusive, Personalised & Exceptional)	X		I
Adaptable and flexible approach to work proactively seeking solutions	X		A/I
Strong time keeping skills	X		A/I
Able to work flexibly including evenings and weekends.	X		A

Tested by Application (A) Interview (I)

Where an experience, skill or personal quality has “A” next to it you should seek to include an example of how you meet this criteria in your application.

Timescale

Application Deadline: 24th August, 9am

Interview date: 2nd & 3rd Sept

Start date- Immediate

To Apply

Complete and return our application form before application deadline. Applications that are submitted after the deadline will not be considered. CV's will not be accepted.

Guidance on completing your Application Form

On the application form you will need to fulfil any essential qualities tested by the application process to be invited for interview. Desirable qualities will then help the shortlisting panel make a decision between different candidates who meet the essential qualities. Any qualities tested that we indicate are only going to be tested at Interview do not need to be addressed on the application form.

A strong answer for each of these points offers clear examples of your personal impact through a previous experience that could be from a number of different experiences such as, but not limited to a previous job, volunteering role or work at home. We advise before filling out the application form to reflect on how to relate your skills, knowledge and experience to each of the points assessed at application. The strongest applications detail how candidates meet all of the criteria, matching transferable skills and experiences to the person specification with clear examples of your impact. Only information included in the application form will be considered when making a decision on shortlisting to interview.

Interview Process

Should you be invited to interview it is usual practice for us to contact references at this point unless you have asked us not to. There will be a digital interview with a selection panel that includes an elected officer and a Union staff member (usually the hiring manager). You will be notified of who is on the interview panel in advance. There may also be a task and/or presentation which you will also be advised of in advance.

We encourage you to get in touch between being invited to interview and attending the interview with any questions you may have.

Reasonable travel expenses agreed in advance will be reimbursed for any candidate invited to interview. However, during pandemic restrictions interviews will be conducted on a digital platform. The link to this meeting will be shared via email. Unfortunately, if

you are unable to attend the interview date we can not guarantee that we will be able to interview you on an alternate date. However, we will consider any requests.

Further Information

Should you have any questions about the role please contact Simon Law, Interim General Manager at Leeds Trinity Students' Union by email LTSUHR@leedstrinity.ac.uk