



new park centre

NEW PARK COMMUNITY & ARTS ASSOCIATION

Title: Part-time Duty Manager

Hours: 25 per week - £13,650 p/a

Flexible to cover Tuesdays to Saturdays to include at least 2 evenings.

Holidays: 28 days p/a pro rata (including bank holidays)

Based: New Park Centre, New Park Road, Chichester. PO19 7XY

Report To: Centre Development Manager

Description:

An exciting opportunity to join a small, friendly and hardworking team serving the community. Following development of facilities and subsequent growth of services, New Park Community & Arts Association (NPCAA) has created a duty manager post. The position has a dual role: 1) Duty cover of room bookings for activities/events to ensure continuity of service and quality facilities as well as support for the NPC office AND 2) Coordinating the café bar rota for openings to cover bookings, and supervising volunteers to facilitate a high standard of bar service.

Duties and responsibilities

- Coordinate bar rota, supervise volunteers and organise meetings/training
- Head up front-of-house welcome and deal with walk-in enquiries
- Promote facilities to increase bookings and service awareness
- Check office messages, deal with enquiries or issues pertinent to that day
- Key holder, to open buildings, check premises, set up rooms, late lock up and alarming of buildings
- Bar service and cash handling as/when for busy or vacant sessions
- Set-up cash float for bar service, check transactions and update electronic records if required
- Record and respond to operational issues in a timely, efficient manner
- Maintain accurate booking records on RBS facilities software if required
- Reception and administration duties to cover full time staff
- Fire marshal responsibility whilst on duty
- Record and report health, safety, security concerns
- Liaise with cleaning company as/when required whilst on duty
- Additional duties - as required

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✉ : managers@newparkcentre.org.uk

☎ : 01243 536 840

🏠 : www.newparkcentre.org.uk



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Skills and experience

- Customer focused
- Friendly, polite and patient
- Work independently and in a team
- Strong computer and admin skills
- Cash handling and stock experience
- People management experience (D)
- Able to use initiative / common sense
- Hospitality experience
- Excellent oral/written communication skills
- Flexible and reliable
- Aged over 18 (licence requirement)
- Experience of working for charity (D)
- Time management / ability to prioritise

Further enquiries

If you would like to find out more about this opportunity please contact Alli McDonald-Hughes, on 01243 536840 or e mail managers@newparkcentre.org.uk

How to apply

The job description and person specification along with an application form are available to download from our website.

www.newparkcentre.org.uk

Closing date

Completed application forms should be sent by email no later than 1700 hrs on Friday 29th March 2019. Shortlisted applicants will be invited to attend an interview on Friday 5th April 2019.

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