

# Job Advertisement

## **Development & Operations Manager – Bars and Functions (Halewood Town Council)**

Halewood Town Council is looking for an enthusiastic, experienced and hard-working individual to strengthen our team and provide leadership to the bars and functions delivered out of its Hollies and Arncliffe Centres.

Halewood is a vibrant town, charmingly situated at the southern edge of Liverpool within the borough of Knowsley. It is in the midst of various improvements and developments, with Halewood Town Council at the forefront driving these changes.

The Town Council has many exciting projects in the pipeline for the town. In addition to the existing and new projects, the Council owns and runs two licenced premises – ‘Hollies Hall’ and ‘The Arncliffe Sports & Community Centre’ – which host many functions throughout the year. The council is keen to improve its offer at these two centres, and the successful candidate will be crucial to this strategy.

### **The Role**

We are looking for an enthusiastic and passionate individual to join our team to help develop and maintain the success of the business. This role is being sought to drive forward the council’s priorities to increase usage of its two local centres that play a significant part within the local community.

### **Responsibilities**

- To develop existing income streams and promote new opportunities for increasing sales;
- To co-ordinate and manage day to day Bar Operations for busy events across two sites;
- Co-ordinate the staff across the two sites, plus additional casual workers working the bars and functions.
- Deliver and maintain consistently high standards of service to ensure an unrivalled customer experience.

### **Required Experience**

- Must be highly experienced in the sector with a recognised qualification and/or a minimum of three years’ experience in managing / supervising staff.
- Be able to demonstrate experience of leading and motivating a team of staff.
- Thorough understanding of generating sales and exceeding sales expectations
- Experience of increasing revenue streams

### **Key Characteristics**

- Able to perform under pressure and make decisions.
- Excellent problem solving, organisational and progress control skills.
- Strong interpersonal and organisational skills.

## **Salary and Benefits**

- Band 'H' – Scale Points (29/30) starting at £26,999
- Salary dependant on experience and knowledge. Discussed at Interview.
- 25 days paid annual leave (Bank Holidays are additional)
- Job Types: Full-time, Permanent (following satisfactory completion of probation)
- Closing date for applications: 10.00 am Wednesday 5<sup>th</sup> February 2020.

For an informal chat, please contact the Town Manager, Gerry Allen on 0151 443 2062 during usual office hours (Monday to Friday, 9.30am-5.00 pm). The full job description is available to view on the Council's website, along with a wealth of information surrounding the Council's finances, governance and current activities.

Please Note: Applications will only be taken through the receipt of a completed town council application form: **\*\*Do Not\*\*** send CVs.

**Strictly No Agencies**