



VENUE MANAGER

Responsible to: Operations Director | **Contract:** Full Time, 37.5 hrs p/week | **Salary:** £25-30k depending on experience

ABOUT THE ROLE

Provide leadership of the Venue and Events Team to ensure all users of Central Hall are comfortable, safe and successfully enabled to deliver their activity and events.

Manage and develop Central Church's venue-hire enterprise, 'Central Venues', providing a source of income to support the organisation alongside investing and connecting with the city.

Actively participate in living and modelling the vision and values of Central Church, contributing to regular staff team meetings (including bible devotions and prayer), ensuring the venue is looked after and shared generously and stewarded wisely.

AREAS OF RESPONSIBILITY

Enterprise and Events

- Ensure all processes and systems relating to the Venue and Events are robust and fit for purpose.
- Lead and Line Manage the Venue Team in meeting the agreed objectives and goals.
- Oversee and implement the Central Venues business plan and strategy in conjunction with the Operations Director.
- Manage recruitment, training and the performance of all venue staff and volunteers as required to meet the needs of service delivery.
- As a Central Church staff member, work closely with the Operations Director ensuring all church users (Staff & Volunteers) engage with using and caring for the Venue appropriately.
- Oversee the handling of enquires, proposals and bookings for all events.

Venue and Site

- Ensure the venue is fit for purpose, and all building and equipment maintenance is up to date. Involve volunteers and contractors as necessary to ensure the standard is maintained.
- Manage applicable licenses and any other statutory compliance to ensure the venue and events are run within industry standard best practice.
- Manage Health and Safety policies and processes, ensuring they're reviewed and adhered to as required.
- Manage all contracts and service providers related to the Venue, ensuring they meet the needs of the Venue and adhere to organisation policies.

This job specification will be subject to periodic review and possible amendment or modification, after consultation with the post holder in order to meet the changing needs of the Church.

centralchurch.co.uk

Central Hall, 2 West Tollcross, Edinburgh, EH3 9BP
hello@centralchurch.co.uk | 0131447 9787

Central are a charity registered in Scotland – SC005871



The role 'Venue Manager' will bring with it relevant training and support, which will upskill the post holder and provide effective Career Development.

PERSON SPECIFICATION

Gifts and Abilities

The jobholder should:

- Have excellent verbal and written communication skills.
- Be able to motivate and lead a team.
- Be an exceptional planner.
- Be meticulous and organised.
- Be able to comfortably manage an event from beginning to end.

Knowledge

The jobholder should have knowledge of:

- Comfortably working with a range of software's such as: Microsoft, Google, Event Management platforms (e.g. Priava), Trello, Slack.
- Be confident around Audio and Visual Technical equipment and the basics operations involved.
- Ideally hold a qualification or relevant training in Facilities, Events or Project Management.
- Writing and implementing Risk Assessments
- Health and Safety requirements of a public building

Experience

The jobholder should have experience of:

- Building/Facility/Venue Management
- Event Coordination (private or public)
- Leadership and managing a team.
- Both lone-working and as part of a team.
- Working in an environment that requires a high standard of administration
- Ideally working within the values of a church or charity organisation, while managing external and internal usage.

MAIN TERMS AND CONDITIONS

Hours: The post is full time, 37.5hrs per week, to include weekend and evening working as required.

Salary: £25-30k Depending on experience

Holidays: 25 working days per annum (plus public holidays)

CRB: This appointment is subject to the candidate obtaining an Enhanced Disclosure.

Occupational Requirement: The post has an occupational requirement for the post holder to be a Christian and to become a worshipping member of Central Church.

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