



The University of Birmingham Guild of Students is a charity and the students' union for more than 36,000 students. We represent our members to the University and other organisations on the issues that matter to students most. We also exist to help students develop skills outside of study, have fun, meet people and make sure their time at Birmingham is special.

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## Venues Manager

**£36,842 per annum (starting salary) - 35.5 hours per week (annualised)**

**Looking for a role where you don't work at Christmas or New Year? Want to work less weekends? Like the idea of a 35.5 hour working week? Then look no further.....**

The Guild wishes to recruit a proactive Venues Manager who will be responsible for the successful operation of the Venues department including all licenced trade and catering operations along with the delivery and security of events to meet the organisations strategic aims and objectives.

The Guild is a values led organisation, and as a not for profit charity, income generated in our commercial services fund student activities.

### The benefits

We offer great benefits including:

- 5 days close down during Christmas, and 2 during Easter each year, in addition to bank holidays and 21 days annual leave, meaning you will not work during Christmas, New Year or Easter.
- Weekend and evening working is shared amongst the team, this role does not work every weekend
- A usual working week is 35.5 hours, there are times when it is very busy and you will need to work more hours, however this role offers the flexibility to be able to take time off when the department is less busy, usually during the summer months.

### The role

This role has responsibility for income generation and ensuring the sales and profitability of the Venue operations to meet agreed budgets through bars, catering and entertainment sales. Acting as the Designated Premises Supervisor, you will take responsibility for the sale of alcohol for the Guild. You will also be responsible for the operation and security of the Guild of Students building outside of office working hours. You will bring with you relevant experience in operating a licenced trade business and successful food business/catering operation along with a proven track record of achieving results and measurable successes. You will have experience and knowledge of developing commercial operations, and experience of managing a staff team in a customer / member focussed organisation.

**To arrange an informal conversation about the role please contact: [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)**

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**Closing date and time for applications: 9.00am – Monday 27<sup>th</sup> January 2020**

**Interviews will take place on: Friday 7<sup>th</sup> February 2020**

For application packs please visit: <http://www.guildofstudents.com/about/your-union/workwithus>  
or email: [staffing@guild.bham.ac.uk](mailto:staffing@guild.bham.ac.uk)



**Make the most of University life!**

