

Job Title:	Events & Duty Manager
Reporting to:	Head of Hospitality
Hours:	40 hours per week, with evening work outside of these hours required in line with club opening times until 01:00
Contract:	Full Time
Salary:	£34,000 p/a pro rata
Location:	The House of St Barnabas, 1 Greek Street, W1D 4NQ
Start date:	ASAP

“Enter The House of St Barnabas - A public-minded private members’ club in London is demolishing stereotypes” – Dazed

### *Job description*

The House of St Barnabas (HoSB) is a charity pledging to break the cycle of homelessness. We run an Employment Academy which helps prepare participants for meaningful and rewarding work. Underpinning our Employment Academy is our vibrant member’s club based in our grade 1 listed building, right in the heart of Soho.

Our Club is open to our Members’ & their guests Monday 10am – 8pm Tuesday & Wednesday 10am – 11pm, Thursday & Friday 10am to 1am. The Club offers a wide variety of food and drinks with an extensive cocktail list. In addition, we also caterer for private events, including private dining, business & training meetings, drinks receptions and weddings. We have an exciting opportunity for an **Events & Duty Manager** who will help us develop & deliver our private events.

You will work alongside the Head of Hospitality (GM), Floor Manager and Bar Manager. In additional to managing our Events you will also act as Duty Manager and assist with the planning & delivery of our Employment Academy programme.

### *Responsibilities*

#### Operations & Planning

- Plan, organise and control the Department’s operations as required.
- Liaise with clients advising and guiding them on the planning of their events.
- Establish effective communication links with customers & all stakeholders.
- Work with the Head Chef and Bar Manager to develop menus & the general offer.
- Proactively manage and support your Team & colleagues to ensure clients have an excellent experience.
- When scheduled act as Duty Manager and oversee bar & restaurant service to Members & their guests.
- Act as the Deputy General Manager as required.

### Sales & Marketing

- Work with our Private Hire & Marketing Teams to develop an Events “House Brand”.
- Be aware of market trends and factor these into our offer.
- Develop a range of suitable & deliverable themed events.
- Maximise revenues for all events through bespoke packages and up-selling.

### Finance & Purchasing

- Ensure the department's costs are in-line with the budget.
- Assist with the production of budgets & forecasts.
- Assist with the sourcing of goods & suppliers.
- Manage and control stockholdings.
- People Management & Training
- Manage the departments recruitment.
- Plan and deliver Team training.
- Monitor individual & Team performance.
- Ensure the Team & colleagues are fully briefed of daily requirements.
- Take a lead role in planning, developing & delivering our Employment Academy hospitality work experience programme.

### Health & Safety

- Ensure statutory & House Health & Safety procedures are in always place & followed at all times.

## *Person specification*

We recognise that candidates might come forward from a range of backgrounds. We are primarily looking for someone who has a record of successfully managing events in commercial and exclusive venues.

You will need to have experience in the planning & frontline delivery of a diverse range of events. You will need to be calm, organised and have excellent communication skills.

## *About us*

Our mission is to break the cycle of homelessness.

House of St Barnabas is a charity and private members club in the heart of Soho. We deliver our mission through our Employment Academy, through which participants experience a holistic programme of long-term support, helping them secure good work, a good home and a good network.

Underpinning our Employment Academy is our vibrant member's club based in our grade 1 listed building, right in the heart of Soho.

We fund our work through the profit we make from our club alongside innovation in fundraising.

We have exciting plans. For our model to work, we aim to run an outstanding private members club; bringing together a diverse community of creative people who care about social change. We want them to experience an engaging offer of culture and events that entertain and enlighten, a vibrant atmosphere and high-quality food and drink.

## *Commitment to inclusion*

We're an equal opportunities employer. And proud of it. Every applicant and employee is afforded the same opportunities regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression. This will never change.

## *How to apply*

Please send a brief covering letter outlining why you would be suitable for this role together with your most recent CV to [trefor.pollard@hosb.org.uk](mailto:trefor.pollard@hosb.org.uk)  
Closing Date: Monday 18<sup>th</sup> October, 5pm.

As part of your application, you should also complete the following diversity and equality monitoring form: <https://www.surveymonkey.co.uk/r/NLJW9L5>.

You can take a look at how we use your personal data here: <https://hosb.org.uk/privacy-policy/>.

We will endeavour to reply to all applicants but due to the volumes of applications this may not always be possible.