

Job Description | Venue Coordinator (The Station lead)

Job Title:

Venue Coordinator (The Station lead)

Salary & Grade:

£29,615 per annum (£17,769 pro rata),
Grade 2.7

Normal Place of Work:

The Station/The Courts

Hours of Work:

24 hours per week

Responsible to:

Estates Community & Partnerships Manager

Responsible for:

The Station Receptionists

Start date:

ASAP

Job Purpose

Working with the Estates team, The Venue Coordinator (The Station lead) will be responsible for the day-to-day operations of the Bridewell site with lead responsibility for The Station. They will ensure that Creative Youth Network's venues run efficiently, are accessible and welcoming and remain a destination of choice for young people. This role will work alongside, and provide cover for, a second Venue Coordinator who has lead responsibility for The Courts.

Key Responsibilities

- 1.1. Line management of the Station Receptionists; taking responsibility for supervision, training, and other HR related matters
- 1.2. Working with the Estates Manager, Community & Partnerships Manager and the Venue Coordinator (The Courts lead) to; oversee, implement and co-ordinate all aspects of venue H&S including risk assessments, scheduling fire drills etc
- 1.3. Shared responsibility for the Estates staff rotas and providing cover where needed
- 1.4. Providing a reception service when required
- 1.5. Working with the Events Manager and wider Estates team to support hire activity (including bookings administration and provision of facilities and reception service for booked events)
- 1.6. Working with the Community & Partnerships Manager to oversee tenant use of The Station

- 1.7. Providing support and line management cover for the Venue Coordinator (The Courts lead) in their absence (the Venue Coordinator (The Courts lead) provides corresponding support and line management cover in your absence)
- 1.8. Co-ordinating procurement of venue resources such as stationary, first aid supplies, cleaning materials and other office items
- 1.9. Working with the wider CYN staff team to promote the Bridewell site as a destination of choice for young people
- 1.10. Undertake any other duties as may be reasonably required

General Responsibilities

- 1.1 Act as a representative of the organisation in all dealings with internal and external agencies and stakeholders.
- 1.2 Safeguard the welfare of children, young people and vulnerable adults, working within organisational safeguarding policies and local authority frameworks.
- 1.3 Ensure that all administration, records and files are stored and processed in line with the Data Protection Act 2018 and the General Data Protection Regulations 2018.
- 1.4 Provide a diverse and culturally sensitive approach in all dealings with Creative Youth Network and act within the organisation's Equality and Diversity policy and frameworks.
- 1.5 Promote equality and anti-discriminatory practices within all aspects of service delivery.
- 1.6 Promote a safe working environment in line with policies on Health and Safety, highlighting any significant deficiencies to the line manager.
- 1.7 Act in the interest of the organisation throughout all dealings with internal and external stakeholders.

This list of tasks is not exclusive and does not form part of any contract of employment. Duties may be varied from time to time, with the job description being subject to review or periodic amendments. Last Updated: February 2024

PERSON SPECIFICATION

Criteria	Assessed by:			
<i>Essential</i>	AP	IV	AS	QC
Excellent IT skills with proficient experience of Microsoft Office	✓	✓		
Well organised with good time management.	✓	✓		
The ability to solve problems quickly and efficiently.	✓	✓	✓	
Ability to be proactive and innovative	✓	✓		
Able to multi-task in a busy office environment.	✓	✓		
Excellent interpersonal and communication skills, both written and verbal.	✓	✓		
Responsible, helpful and friendly.	✓	✓		
Able to work on your own initiative within set procedures	✓	✓		
Ability to deal with people in a diplomatic and supportive way.	✓	✓		
A flexible approach to working including the flexibility to sometimes work additional and unsocial hours.	✓	✓		
Ability to manage staff and volunteers	✓	✓		
Experience of database management.	✓	✓		
Experience of working with young people	✓	✓		
Experience of managing and delivering effective office administrative systems	✓	✓		

	AP	IV	AS	QC
<i>Desirable</i>				
Experience of working within the social enterprise/charitable sector	✓			
Experience of managing staff	✓	✓		
Good knowledge of the Bristol area	✓			
Youth work experience	✓	✓		
Min 1 years' experience of venue management	✓	✓		

AP Application Form

AS Assessment/Task/Presentation

IV Interview

QC Qualification Certificate

N.B. assessment/task/presentation to be confirmed – may be used to assess some of the above criteria. Shortlisted candidates will be notified in advance.