

Role Profile

Role title:	Assistant Bars Manager
Salary:	£28,000 - £30,000
Full/Part Time:	Full-Time
Contract term:	Permanent annualised hours
Accountable to:	Head of Bars
Accountable for:	Senior Bar Supervisor (Intern), Team Leaders, Bar Assistants
Hours:	37.5 Hours per Week – annualised hours, predominantly evenings & weekends
Location:	Usually located at the main Students' Union Building, but will be required to work at other sites when required
Eligibility:	Open to applicants with relevant skills and experience who are eligible to work in the UK
Benefits:	We offer a great range of benefits. You can see them here .

Our Organisation

We are Manchester Students' Union, the biggest SU in the country, supporting over 48,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#). All our permanent, full-time roles are graded (Grade A-E) which means that there is a clear path to your development and progression whilst at UMSU.

Our Organisational Values

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a 'great experience' service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

Role Overview

As part of the Bars management team, the role is responsible for our bar portfolio including 532 Bar and Kitchen (our student bar) and the Manchester Academy Music Venues. In addition to Assistant Bar Manager duties, the role will be responsible for one area of focus – *Cellar & Stock Management*. Around 75% of your time will be spent on the floor with both early morning deliveries and late night events.

Your day-to-day responsibilities include, but are not limited to, supervising deliveries, liaising with suppliers and handling any minor technical issues day to day trading may incur. Ensuring all cellars are kept clean, organised and compliant with safety standards. The role also requires supporting the Bars Management team during live music and student events in our four venues, as well as our making sure our student bar is running consistently throughout term time

You will support year on year growth within the department by ensuring GP% and waste control targets are met. Systematically tracking inventory, stock forecasting and ensuring regular stock rotation are important aspects of the role. You will be responsible for recruiting, training and developing the Cellar Supervisor team.

This role blends commercial leadership with hands on operational support, ensuring consistently strong financial performance across all bars.

Key Result Areas

<u>Responsible for</u>	<u>Contributor to</u>
<u>Cellar & Stock Strategy</u> - Monthly forecasting to ensure optimum stock levels throughout the year - Organising regular deliveries to keep optimal stock levels - Regular line checks - Keeping all cellars to high a standard of organisation and cleanliness - Sustainability – significantly reducing single use plastic within the venues	- Bars & Venues commercial strategy and planning. - Maintaining good working relationships with NUS and suppliers to ensure we secure all opportunities and support available to us
<u>Cellar Supervisor Team</u> - Recruiting a team of student staff to support with deliveries and bar maintenance - Safely training and developing the team in all aspects of cellar & stock management	<u>Event Delivery</u> - Making sure all events in the Academy venues run smoothly with optimal levels of stock for each event - Supporting stock transfers across all venues
<u>Student & Society Engagement</u> Build relationships with our student groups and societies to help them develop successful event concepts.	- Support student staff development and contribute to a positive workplace culture that reflects the Union's values. - Support student focussed events that engage students and align with University and Union priorities such as Welcome Week, Elections
<u>Operational Delivery</u> - Day-to-day running of all bar operations and act as duty manager when required. - Ensure safe, compliant and legal operation at all times. - Maintain high standards across customer service and cleanliness. - Supervision of staff on shift, providing direction and problem solving.	<u>Operational Delivery</u> - Support bar management team and assist when needed with areas such as student event delivery, EPOS, procurement, payroll, recruitment and staff management. - Work closely with catering and marketing teams to plan for peak trading periods,

	major calendar events, and promotional campaigns. • Ensure sustainability objectives are met.
<u>Financial Performance</u> • Meet and exceed income and cost management targets • Expenditure management including managing wastage % targets, staffing % targets and managing GP% • Accurate financial reporting for events • Deliver against set KPIs and identify when issues arise and introduce improvement actions.	• Contribute to annual budget setting and forecasting. • Process and procedure development.

Organisational Stewardship & Leadership Responsibilities

- You'll contribute to team planning days and delivery of team goals and objectives
- You'll be able to conduct risk assessments for area of work and have a good knowledge of risk mitigating activities for day to day activities
- You'll perform role in line with Union financial framework ensuring all financial paperwork is passed to the finance team, contributing to budgeting and forecasting for aspects of the departmental budget
- You'll hold expert knowledge of policy and procedure as it relates to the role being delivered and is able to independently apply the framework for the majority of day to day matters

Person Specification

<u>Criteria</u>	<u>Assessed at:</u>			
	<u>Application Form</u>	<u>Interview</u>	<u>Interview Task</u>	<u>All</u>
<u>Education</u>				
We accept candidates from any educational background.				
<u>Skills</u>				
At least 2 years of supervising a busy venue, club or bar operation.				<u>Y</u>
Understanding of the legislative				

framework that applies to bar operations & live music venues. Personal licence desirable				
Confident in the use of IT systems such as EPOS & shift management systems.	<u>Y</u>			
Track record of managing stock and working to monthly stock report targets.		<u>Y</u>		
Previous experience of beer cellars desirable		<u>Y</u>		<u>Y</u>
<u>Personal Attributes</u>				
Building effective internal and external relationships with a range of stockholders	<u>Y</u>			
Track record of proactively identifying creative and innovative solutions to issues and challenges				<u>Y</u>
Demonstrate a track record of dealing with conflict or difficult situation in a positive and calm manner		<u>Y</u>		
<u>Values & Behaviours</u>				
Align with the SU's values and behaviours both personally and professionally				<u>Y</u>
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work		<u>Y</u>		
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve		<u>Y</u>		
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions		<u>Y</u>		

Training & Development

We don't expect you to meet every single requirement listed above. When you join us, you'll be part of a supportive team where learning is encouraged and built into everyday work.

- On-the-job learning:
Most training will happen naturally as part of your role, with colleagues and managers supporting you to pick up new skills.
 - *You'll learn hands-on by working alongside experienced bar staff/managers, covering areas like customer service, cellar management, or health and safety.*
- Independent and formal learning:
 - *If you prefer independent learning, we provide resources such as guides, e-learning, and access to professional reading materials via staffsavvy.*
 - *If you learn best through training or workshops, we regularly offer staff development sessions, external training, and networking opportunities.*
- Role-specific qualifications or development opportunities:
 - *There may be opportunities to complete training such as personal licence qualifications, first aid, or food safety certifications.*

Working Arrangements

- The Bars team is based in the Operations office on the second floor.

Flexibility/Remote Working/ Hours/ Patterns of Work

- You'll have your own desk space but can hot desk and work from other offices if you prefer. This is an operational role that requires you to be onsite during your rota'd hours. Shifts will be scheduled in advance. You will often work late nights and evenings.
- It is expected that around 75% of your time will be spent working on the bars during busier periods with time split equally across the bars. For this part of the role, you will be on the floor working in a busy and loud environment.

Our Recruitment Process

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on

you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

Top Tip: our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants [here](#).

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