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| Position | Bar & Events Assistant |
| Salary | £7.83p/h |
| Period of Employment | 6 months, subject to periodic reviews |
| Hours/Days Required | 25 with an additional 5 hours of self development. Flexible working to be arranged with Line Manager with weekend and evening working (at least one weekend day and two evenings a month). |
| Placement Organisation | Leftbank Leeds, Cardigan Rd, Leeds LS6 1LJ |
| Responsible to | Work Placement Supervisor and PATH Project Officer |
| How to Apply | Email CV and supporting statement to step@pathyorkshire.co.uk and include an eligibility check form/ application declaration form downloadable from the Vacancies Page of our website, www.pathyorkshire.co.uk . May be subject to DBS. |
| Job Start Date | ASAP |

About the Placement Organisation

Leftbank Leeds events calendar is filled with events which would appeal to the creative community such as: Art exhibitions, Theatre, Music events, Workshops, Historical walks and lectures.

They also host events promoting mindfulness and wellbeing with links to our religious heritage and they often host family-focused events at Christmas and Easter.

GETTING TO KNOW LEFTBANK LEEDS:

- In 2016 they welcomed over 10,000 people through the doors and hosted 61 events.
- They inspire the local community to get creative with themed programme of arts exhibitions and workshops. Each year there's a different theme, this year it's 'movement'.
- If you need a quiet space to get some work done, they are open every Wednesday and Thursday as a free co-working space (from 10am-4pm) with free WiFi and power points to plug in your laptop. You are welcome to come and enjoy the tranquil space and the café bar is open for hot & cold drinks.
- Their LS6 annual Beer Festival in May welcomes hundreds of beer lovers each year to enjoy their favourite tippie in incredible surroundings.
- In 2016 they hosted the first Left Bank Cider Festival and Live at Left Bank events, both of which were a huge success and are set to become annual events.
- Left Bank Cinema runs annually from February to November. On the last Thursday of each month, the pop-up cinema screen goes up and they welcome independent cinema fans from across Leeds.
- They hosted their first wedding party in 2007 and since then, hosted over 100 weddings.
- Leeds-born singer, Corinne Bailey Rae is their Patron.
- They have received generous support and funding from The Arts Council, Heritage Lottery Fund, Garfield Weston, The Emerald Foundation, Leeds Inspired, and Leeds City Council to enable them to grow their programme of exhibitions and events for the benefit of the community.

They regularly host corporate events, private parties and weddings as well as many other interesting cultural events and activities.

Purpose of the Placement

This paid placement is funded through the STEPS programme and aims to support Leeds residents who are over 25 years old and long term unemployed (unemployed over 12 months and over) develop their confidence and work skills within diverse sectors with supportive employers within a 6 month fixed term period. *Eligibility terms and conditions apply.

Participants will be working for 25 hours in a paid role. In addition they will be required to undertake 5 hours of paid personal development training which will include either volunteering within your paid placement or with another organisation or undertaking some training or courses.

Work Skills Development Opportunity

To support the delivery and execution of internal and external events, and bar services. The role requires a professional who is a confident communicator, with an enthusiastic attitude to customer service and administrative support. This role is key in supporting the team build our reputation of delivering high quality events with an exceptional level of customer service. This flexible, fast paced role would suit an enterprising, energetic and highly organised individual.

KEY DUTIES

- Support the team with our busy calendar of events
- Practical support of event set up and pack down
- Stewarding at events to ensure excellent visitor experience
- Welcoming visitors to Left Bank Leeds on the Welcome Desk and serving behind the bar
- Ensuring bar and surrounding areas area clean and tidy at all times including the cleaning of beer lines, stock room and storage areas
- Represent the values of Left Bank Leeds in all communications with visitors, clients and staff
- Troubleshoot any service problems or event issues as they arise and feed back to appropriate colleagues
- Ensure all health and safety policies are observed and risk assessments adhered to
- Supporting the Bar & Events Coordinator with stock control and rotations
- Work with the Marketing Manager to produce bar and product signage, and supporting documentation

Personal Development

Further training and experiences may be gained as appropriate.

SELECTION CRITERIA

The ESSENTIAL CRITERIA are those criteria that you must meet in order for you to be considered or given a chance for an interview.

The DESIRABLE CRITERIA are not necessary for you to meet but if you indeed do so, they can be considered an advantage that you have over other applicants who also met the essential criteria.

IMPORTANT: Use these selection criteria to guide your answers in the COMPETENCY STATEMENT section of the PATH STEP Application Form.

| QUALIFICATIONS & ATTAINMENTS | Essential Criteria | Desirable Criteria | Method of Assessment |
|---|---------------------------|---------------------------|-----------------------------|
| Level 2 Food Hygiene Certificate | | X | Application & Interview |
| First Aid qualification | | X | Application & Interview |
| Health and Safety qualification | | X | Application & Interview |
| SKILLS & COMPETENCIES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Have good communication, team working, interpersonal and organisational skills | X | | Application & Interview |
| Good Numeracy and Literacy skills | X | | Application & Interview |
| Have a passion for working with people | X | | Application & Interview |
| Helpful and welcoming attitude | X | | Application & Interview |
| Physically fit and ability to support with event set up and packing down | X | | Application & Interview |
| Ability to work independently, meet deadlines and priorities | X | | Application & Interview |
| Ability to work flexibly, under pressure in a fast paced environment | X | | Application & Interview |
| Professional approach to work | X | | Application & Interview |
| Operates well under pressure | X | | Application & Interview |
| Reliable and Honest | X | | Application & Interview |
| Excellent communication skills | X | | Application & Interview |
| Willing to undertake all aspects of event and bar operations | X | | Application & Interview |
| Willingness to undergo any relevant training and/or development | X | | Application & Interview |
| KNOWLEDGE & EXPERIENCES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Excellent IT skills including Microsoft Office, Gmail, Dropbox | X | | Application & Interview |
| Knowledge of IT cross-platform and cloud based working | | X | Application & Interview |
| Experience in customer service | X | | Application & Interview |
| Experience of working on a bar/ hospitality | | X | Application & Interview |
| Experience of working in a team and independently | X | | Application & Interview |
| Experience of working with volunteers | | X | Application & Interview |
| Experience of working with charities | | X | Application & Interview |
| BEHAVIOURAL & VALUES | Essential Criteria | Desirable Criteria | Method of Assessment |
| Work in accordance with organisational policies and procedures of Path Yorkshire and Leftbank Leeds | X | | Application & Interview |
| Vigilant | X | | Application & Interview |
| Enthusiastic attitude to customer service and administrative support | X | | Application & Interview |
| Pro-active approach to work | X | | Application & Interview |

Disclaimer

- **Your contract of employment will cease at the end of the 26 weeks**
- **Benefits may be affected as this placement will be classed as paid employment**

RISK ASSESSMENT OF THE TRAINING POSITION

A. CLIENT GROUPS, the trainee will work with

- General Public Factory Work Other Agencies
Children People with learning difficulties Clients in their own home resident or hostel

B. PHYSICAL CONDITIONS:

1. Work is conducted in the main

- Indoors Outdoors Sitting
Standing Walking Office Accommodation

2. The training will involve

- Lone Working Working out on the Estate Working underground
Climbing Working on the Counter Working in Void Properties
Bending Manual Handling tasks Working in confined spaces
Stretching Working at Heights Contact with discarded needles
Driving Potentially working in a smoking environment
Cash Handling Use of Display Screen Equipment

C. CONTROLS TO MINIMISE HAZARDS

The following specialist equipment will be provided for the traineeship.

| | |
|----------------------------------|-----|
| Personal Protective Equipment | n/a |
| Protective Clothing | n/a |
| Type of Vehicle (other than car) | n/a |
| Other equipment used | n/a |

To control the hazards identified by this assessment, we are committed to providing Induction Health & Safety training plus further detailed training as appropriate to the post.

We want all our trainees to work in safe and healthy conditions. In accordance with health and safety legislation – all trainees have a duty to act responsibly and to do everything they can to prevent injury and ill health to themselves, work colleagues and others.