

Job Title: Community Charity Bar Development Manager

Location: Wormley Community Centre, Broxbourne, Herts, EN10 6DX

Employment Type: Volunteer (initially), leading to a paid position

Salary: To be agreed upon based on a business plan

About Us:

Broxbourne Big Local is the legacy charity of one of the Local Trust's Big Local projects, committed to continuing the great work as a resident-led charity. Our mission is to better serve the community by supporting underserved groups, addressing local issues, and empowering our residents through various initiatives.

As part of our ongoing effort to enhance the services offered at Wormley Community Centre, we are refurbishing the bar to generate sustainable income that will help keep the centre thriving. This project is a crucial part of our strategy to create empowering opportunities for the local community, including career development and back-to-work programs.

About the Role:

We are seeking a responsible and community-oriented Charity Bar Development Manager (CCBDM) to initially join us as a volunteer for this exciting development phase of our bar project. As we progress, this will transition into a paid role based on a mutually agreed business plan. The CCBDM will be essential in overseeing the development and management of our newly refurbished bar during events, ensuring it operates smoothly, safely, and in compliance with licensing laws. They will play a key role in creating a welcoming, positive atmosphere that aligns with our charity's community-focused values and will take a proactive approach in promoting the bar as a platform for empowering local residents, providing volunteer opportunities for career development, and fostering community engagement.

Key Responsibilities:

Legal Compliance: Ensure all alcohol sales comply with licensing laws, including managing staff and maintaining order. Hold a valid Personal Licence to sell alcohol and ensure fitness to manage alcohol sales.

Community Engagement: Understand the needs and values of the local community, providing respectful and appropriate management of the bar.

Operational Flexibility: Be available on short notice and for varying shifts, mainly evenings and weekends, as required by event schedules.

Staff Management: Oversee bar staff and volunteers during operations, ensuring they understand and comply with relevant laws and procedures.



Volunteer Training and Support: Provide training and ongoing support to volunteer staff, ensuring they are knowledgeable about licensing laws, bar operations, and customer service best practices.

Inventory Management: Manage stock levels effectively by ordering appropriate amounts based on anticipated demand, working with suppliers for flexible ordering and consignment stock options.

Cost Management: Analyse cost versus sales ratio regularly, pricing drinks appropriately and minimising overhead costs.

Accountability: Maintain clear understanding of legal responsibilities, ensuring the bar operates within regulations at all times.

Key Qualifications:

Experience: Previous experience in managing licensed premises preferred; however, strong leadership skills and knowledge of licensing laws will also be considered.

Interpersonal Skills: Excellent communication and interpersonal abilities to engage with community members positively.

Community Understanding: Knowledge of the local community and its needs.

Wage Structure:

Compensation will start as a percentage of the profit generated by the bar during events.

Additional wage options may include a base hourly rate or a flat fee for specific events, depending on the agreement reached.

Benefits:

Flexible working hours.

Discounts on community centre hall hire.

Free family tickets to future events.

Contractual and Financial Considerations:

Employment Status: Clearly defined as an employee, contractor, or volunteer (as appropriate).

Remuneration: Competitive compensation based on experience and responsibilities, paid hourly, per shift, or as a flat fee for specific events.

Sustainability Practices:

Minimise single-use items; promote the use of reusable glasses and containers.



Source local beverages where possible to support local businesses and reduce the carbon footprint.

Person Specification

Experience & Knowledge:

Prior experience in bar management or similar roles is preferred, particularly in licensed premises.

A thorough understanding of UK alcohol licensing laws and the responsibilities of holding a Personal Licence.

Ability to manage stock, costs, and suppliers, ensuring efficient operations.

Leadership & Management:

Strong leadership skills with the ability to manage, train, and support bar staff and volunteers.

Experience in maintaining a safe and well-organised bar environment.

Community Engagement & Interpersonal Skills:

Excellent communication and interpersonal abilities to engage respectfully and effectively with community members from diverse backgrounds.

A passion for community work, with the ability to understand and respond to the specific needs and values of the local area.

Empathy, patience, and professionalism when dealing with a wide range of stakeholders, including volunteers, staff, and community members.

Operational Flexibility:

Willingness to work flexible hours, mainly evenings, weekends, and at short notice based on the event schedule.

Problem-Solving & Initiative:

Strong decision-making skills and the ability to handle issues calmly and efficiently, especially in high-pressure situations.

A proactive attitude toward improving operations, finding cost-effective solutions, and enhancing the customer experience.



Financial & Business Acumen:

Ability to manage costs and pricing to maintain profitability while offering value to the community.

Strong organisational skills to keep accurate records of stock, sales, and expenses.

Understanding of business planning and development, especially in transitioning a volunteer-led project into a sustainable business.

Commitment to Charity Values:

A deep commitment to the values of Broxbourne Big Local, including supporting underserved groups and fostering a sense of community.

A proactive approach to promoting the bar's role in empowering local residents and creating opportunities for career development.

Desirable Criteria:

Familiarity with local issues and community needs within the Broxbourne area.

Experience in sustainable practices, such as minimising single-use items and sourcing from local suppliers.

Personal Attributes:

Enthusiastic, approachable, and passionate about community engagement.

Responsible and reliable, with strong personal integrity and a commitment to legal compliance.

Creative thinker with a vision for how the bar can contribute to the community's wellbeing.

If you're passionate about supporting the community and believe you have the skills to manage and develop our newly refurbished bar, we want to hear from you!

Join us in building a thriving, sustainable community at Broxbourne!

How to Apply:

If you are interested in this exciting opportunity to manage and develop our newly refurbished bar, please submit your CV and a cover letter detailing your relevant experience, skills, and your passion for community engagement to info@broxbournebiglocal.org.uk In your cover letter, we encourage you to explain how your experience aligns with the key responsibilities of this role.

Successful candidates will be invited for an interview, and as part of the selection process, interviewees will be expected to present a business plan that demonstrates their vision for



running the bar sustainably, taking into account the unique community-focused nature of this project.

Closing date: 31st October 2025 however, please note that the position may close earlier if the right candidate is found before the deadline.

If you would like to discuss the role further before applying, please feel free to contact a member of staff at Broxbourne Big Local on 01992 217077

