

JOB ADVERT

General Operations Manager The Bevendean Community Pub (aka The Bevy)

The Bevy is a community-run pub in the heart of Moulsecoomb in East Brighton. We are the only community pub on a housing estate in the whole of the UK, and are so much more than a pub.

Open for over five years we provide a place for people to come together – for lunch clubs, dementia cafes, cooking lessons, arts and crafts sessions, family fun days, breakfast, music nights, pub quizzes and much, much more, or simply for a pint.

We work with dozens of local charities and community groups who host events at The Bevy, making sure that no one in our community ever needs to feel lonely.

Whilst we're closed during the Covid-19 pandemic we delivered a 'meals on wheels' style service to vulnerable people and continue to do so. Read more about it [here](#).

We're looking for a brilliant person to manage our trading operations and lead our bar, kitchen and administrative teams. You'll be working alongside our Community & Partnerships Manager and The Bevy Management Committee to continue to serve our community and take our mission to the next level.

Now more than ever we need places like The Bevy, and The Bevy very possibly needs you!

You can find out all about The Bevy and who we are on our website www.thebevy.co.uk

Job title	General Operations Manager
Hours & times	20 hours per week. We can negotiate set days and hours, but we are looking for some flexibility for evenings and weekends as well so you can experience all times and shifts over the course of each 3-month period.
Pay	Salary of £20,000 (£40,000 full time equivalent)
Contract	Permanent (with a 6-month probation period)
Location	50 Hillside, Brighton, BN2 4TF
Reporting to	<p>The Bevy Management Committee, via a nominated member of the committee who will act as staff liaison</p> <p>We are a community owned co-operative pub – legally a Community Benefit Society - with an elected and voluntary management committee voted for by the members. This role would form one half of the senior management team of the pub, alongside the Community & Partnerships Manager. As the General Operations Manager you would also be a part of a number of subcommittees which are a mix of Management Committee members, staff and sometimes external volunteers.</p>
Direct reports	<p>The following roles would report to the General Operations Manager:</p> <ul style="list-style-type: none">- Our two Assistant Bar Managers- Head Chef- Finance & Operations Manager



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Key responsibilities

Leading the operational and trading side of the business including:

- Generating sales growth and maximising profit within existing business activities and aligned with our mission. Developing new business opportunities and events - drumming up business, interest and support (alongside Community & Partnerships Manager and with support from the Marketing Committee)
- Bar and kitchen business planning and strategy development (alongside Community & Partnerships Manager)
- Financial management including managing budgets and cashflow forecasting (with support from the Finance & Operations Manager and Treasurer)
- Overall operational oversight of the bar and kitchen, including line management and training & development of the senior bar and kitchen staff (with support from the Food Committee and Staffing Committee)
- Oversight and development of organisational systems, policies and procedures, including stock management and line management of Finance & Operations Manager and management of external contractors - including marketing, IT, HR, and security (with support from the Finance & Risk Committee)

We would expect the General Operations Manager to also do some bar shifts and kitchen shifts so you can experience all times and shifts over the course of each 3-month period. We feel this is important in fully understanding the pub, engaging with our customers, setting the right standards and helping support and training staff.

Person profile

- Be excited by and connect with The Bevy's community mission.
- Ability to learn quickly and to work with a cross section of volunteers, committee members, shareholders and most importantly the locals. We need someone who can relate to and respect people from all walks of life and at all levels of seniority - no power plays, no jargon, just straight talking and human.
- Able to support and empower staff - so they can grow and develop their expertise, and have the space to take decisions and responsibility for themselves.
- Highly collaborative and open to compromise. We are looking for someone with authority but who is also able to listen to all viewpoints. You will need, for example to be comfortable working within a unique committee structure and as part of a joint senior management team.
- Level headed and pragmatic.

Essential experience

- Hospitality sector including front of house and kitchen - ideally in pubs and restaurants - at management level.
- Familiar with financial accounting and management (though not expected to be preparing accounts, but able to review and understand financial information - management accounts, cash-flows, statutory accounts, etc.)
- Staff management

We will provide training and induction to the successful candidate tailored to the specific needs of that person in these and all other areas, but please don't apply if you don't have these essentials as a starting point. Do get in touch if you're not clear exactly what we mean, however.



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Initial application process & deadline

A summary of your skills and experience (CV or equivalent) together with a covering letter of no more than one page, outlining why you think you would be suitable for the position - to be sent in to contact@thebevy.co.uk no later than **midnight on Thursday 31st of December**. We'll shortlist up to four people, and let everyone else know if they've been unsuccessful midnight on Monday 4th January.

Interviews

We'll hold interviews on Thursday 7th January and Monday 11th in the morning via Zoom. Each interview will last for up to 90 minutes and will be with the Community & Partnerships Manager, acting General Operations Manager and one or two members of the Management Committee

Please hold these dates in your diary and let us know if you might have any challenges with these as part of your initial application.

Following these interviews final candidates may be asked to visit the pub and carry out a shift in the bar and/or meet with other senior bar and kitchen staff as part of the final selection process, dates and times to be confirmed.

Potential start date

We hope to confirm the position no later than Wednesday 20th January, and would look for a start date as soon as possible depending on current notice period.

Equal Opportunities

We don't want to exclude any brilliant people from having a fair chance of getting this job. We like to think we're inclusive, value diversity and that we care deeply about equality of opportunity – but the proof is in the pudding as they say. So, if you think you could be the brilliant person we're looking for, but there is something about the terms outlined here (or the application process itself) that you think would disadvantage you for any reason please do get in touch with us - we'd like to know (and see if there is anything we can do about it).

