

House Manager

The Old Prison, Northleach.

£25,384 – £27,063

The Cotswolds Conservation Board is developing the facilities and visitor offer at The Old Prison in Northleach.



The Cotswolds Conservation Board and Friends of the Cotswolds charity are creating a vibrant visitor centre at The Old Prison site focusing on the understanding, appreciation and active enjoyment of the Cotswolds and its distinctive features. As part of the development, which will include a café facility, we are looking to recruit a House Manager to oversee the daily operation and develop events programmes and associated revenue streams.

This is an exciting opportunity to work in a wonderful area of the country with the rare chance to contribute to the set up of a completely new café operation, significant events programme and the challenge to run the complete facilities service for a small visitor attraction and the Conservation Board's offices.

A “hands on” role dealing with all the operational activities on-site but also requiring a significant level of planning, development and sales. The successful candidate will work closely with the Director, Board staff and members, trustees of the Friends of Cotswolds charity, volunteers and the local community to complete their duties.

- Recruit, lead and manage the catering team and wider support staff and contractors to provide all services required by the site in an efficient and effective manner. Ensuring adequate staffing, management and access control at all times.
- Ensure the day to day operation is performed so as to be statutorily compliant with specific focus on, but not limited to: Fire, Security, Health & Safety, COSHH Food Safety, Liquor Licensing, personnel practices and other appropriate legislation as may affect the scope of the site's operation or events; as well as in accordance with the Board's policies and procedures.
- Maximise income and profitability of the trading operations, promoting positive selling, effective cost control revenue management and administration while ensuring this is both statutorily compliant and in line with the policies and procedures of the Board.
- Provide a high standard of visitor, tenant and customer service at all times commensurate with the objectives of the Board and good visitor attraction and hospitality industry practice.
- Measurable success criteria.
 - Achieving operational and budget targets
 - Achieving sales development targets
 - Improving year on year sales
 - Developing an events and sales programme
 - Instigating cost savings and margin improvements over budget

The post involves regular weekend, Bank Holiday and occasional evening working with attendance at meetings and training days as required. You may be required to carry out other duties, commensurate with your level of responsibility and to travel to other sites or facilities to do so.

The post holder will require a current driving licence and access to a vehicle.

The closing date for applications is 5th September 2013 and interviews are scheduled for the week commencing 9th September 2013, with the post commencing as soon as possible in October.

Catering experience and qualification is an important aspect of the role combined with the ability to take on the general management of the site.

This is an ideal opportunity for an enthusiastic caterer to develop their management and event skills in a small and highly motivated team.

Further information regarding the post, including an application form, are downloadable at www.cotswoldsaonb.org.uk/jobs. Please note we are unable to accept CV's.