

TRINITY:

Recruitment Application Pack

DM Team Leader



Application Pack for the role of DM Team Leader

Thank you for inquiring about the above opportunity. Please note this role is for internal applicants only.

The closing date for receipt of applications is 26 05 23 and interviews will be held week commencing 30 05 23

Enclosed within this application pack you will find:

- Information about Trinity Community Arts
- Job description
- Person specification
- Trinity Recruitment Policy

How to Apply

To apply please write a brief personal statement (no more than 2 sides of A4) covering how you feel you cover the characteristics set out in the job description and person specification and email to info@trinitybristol.org.uk with 'DM Team Leader' in the subject.

Please note we do not accept CV applications.

Commitment to Equal Opportunities

Trinity is an Equal Opportunities employer and actively encourages applications from all backgrounds and communities. We recommended reading the job description and person specification thoroughly and describing exactly how you meet the requirements, as this is the basis on which candidates will be shortlisted for interview.

We make every effort to eliminate discrimination, direct and indirect, from our recruitment and selection process. Where applicable, reasonable adjustments will be made at each stage of the recruitment and selection process to reduce potential barriers faced by applicants and to give equal access to employment opportunities.

If you need this application pack in a different format, would like to submit your application to us in a different way (e.g., by video or sound file), or if you require any reasonable adjustments to the recruitment and selection process, please contact us via email at info@trinitybristol.org.uk or via telephone on 0117 935 1200.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

We are committed to providing detailed feedback to candidates unsuccessful at the interview stage.

If you have questions, or would like an informal chat about the role, please get in touch. We look forward to receiving your completed application and thank you for your interest in the role.

About Trinity

Our mission is to empower communities through arts and make sure everyone has the opportunity to access and shape arts and culture in Bristol.

We provide a progressive a programme of arts and cultural events, social activities, and projects, giving people space to come together, create, connect, learn, share and celebrate.

The Trinity Centre is a much-loved historic landmark. This cultural hub for East Bristol is one of the city's few remaining independent, live music venues, and is used by over 60,000 people each year.



Trinity's message is "YOU can create"

People living locally to Trinity lead rich cultural lives. There is a breadth of taste and appetite for a variety of opportunities and ways to be creative. So, we keep our definition of arts and culture broad and our framework flexible, to be able to respond to that diversity.

The Centre's colourful history has embedded it firmly in the hearts and minds of generations of Bristolians. Our shared heritage is a powerful source of social capital, enabling people from different backgrounds to build commonality and a sense of shared identity and pride.

People are attracted to Trinity by the breadth of our offer and freedom to realise their own ideas. Our asset-based community development model sees us blending high quality arts provision with bottom-up community engagement, working with local residents and key underserved groups to express themselves creatively.

Working with over 200 cross-sector partners annually, we provide a programme of contemporary, participatory, socially engaged arts, engaging 60,000+ people across over 1,000 events and cultural experiences. Our position, track record and approach mean we are uniquely placed to empower communities through arts; improving individual well-being, building communities and enhancing society in pursuit of our vision: creative expression for all.

Our Vision & Mission

Trinity's vision is for everyone to have the opportunity to access and shape arts and culture because we believe art improves individual well-being, empowers communities, and enhances society.

Our mission is to empower communities through arts. We do this through providing a diverse programme of arts, heritage and cultural projects, activities and events.

Projects are supported by a range of national and local funders, individual donations and income we generate ourselves.

Job Description for the role of DM Team Leader

Job Title: DM Team Leader

Contract type: Permanent

Reporting to: Venue & Operations Manager

Rate of Pay: £13.27p/h

Hours: 7.5 hours per week (Mon – Fri) + casual shifts

Introduction

Role

With a growing casual staff team, we are seeking to appoint an internal candidate who can oversee, lead and support the Duty Manager team.

This is an internal vacancy and existing Duty Managers and Bar Staff are encouraged to put themselves forward for the role.

Responsibilities

As Lead DM you will support Duty Managers to carry out their role, including:

- ☐ Work with the Venue Manager and Operations Assistant to ensure all operational aspects of the DM team are covered (includes rotas, timesheets, training etc)
- ☐ Be the main contact for Duty Managers at Trinity and liase any relevant information, taking on feedback from events and improving processes and procedures.

Operations

- Complete rotas for duty management shifts for the upcoming period. This includes gathering availabilities, updating any changes to bookings.
- Ensure timesheets are all complete in time for payroll and liase with finance about any changes or updates.
- Ensure all last-minute shift changes are covered.
- Ensure all DM's are up to date with the trainings that are required as per our licence (first aid, fire marshal) and book any training that is required.

Team Development

- Assist with communicating our charity goals, practices, policies etc to the DM Team
- Conduct Team Meetings and provide 121 support, implement CPD amongst the team
- Take on feedback from events and improve and implement processes and procedures where needed.
- Assist with recruitment and onboarding of new DM's

Person Specification for the role of DM Team Leader

Person Specification

Experience (work/volunteer)

- Knowledge, experience, and a passion for working in events (e.g. theatre, music, conferences, etc)
- Team Leader experience
- Working knowledge of the DM roles and responsibilities

Skills (demonstratable)

- Proficiency in Microsoft Office (Word, PowerPoint, Excel)
- Attention to detail and strong administration skills
- Good written and verbal communication
- Good literary and numerical skills

Personal characteristics (values and approach)

- Ability to work unsupervised to agreed objectives and priorities
- Flexibility, willingness to learn and to undertake a variety of tasks
- A confident problem solver/trouble-shooter
- A commitment to the values and objectives of Trinity Community Arts

Additional duties

- It is in the nature of the work required that the tasks and responsibilities of the role will in many circumstances be unpredictable and varied. The position will therefore also be expected to undertake any other duties and/or responsibilities in connection with the organisation's direction of travel and operational activity, as directed, and which will not be covered in the job description. These additional duties will normally be compatible with regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the job, it will be included in the job description in consultation with the Venue and Operations Manager.
- There will be a requirement to work some evenings and weekends.

Trinity Recruitment Policy

Equal Opportunities

Trinity Community Arts is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion or belief, socio-economic class.

Flexible working

This post is being advertised as a part-time role, 30 hours per week. However, Trinity has a strong track record of flexible working and are happy to discuss a range of flexible working options for this role in line with our Flexible Work Policy.

This includes remote working, varying days/times, part-time hours and/or job-share for the right candidate/s.

Safeguarding

An enhanced check with the Disclosure and Barring Service (DBS) is required for this post, in line with our Safeguarding Policy.

Ex-Offenders

Trinity supports the rehabilitation of ex-offenders and is committed to ensuring that suitable skilled employees are not excluded from this post, where this does not conflict with our Safeguarding Policy.

Application Assessment

As an equal opportunities employer, we ask applicants to use a standard application form, instead of a CV, so that we can remove all personal details from the assessment process and only assess on the details contained in the body of the application.

Short-listing decisions are based solely on the information provided within the application form. All candidates must provide sufficient evidence concerning how they meet the job requirements, even if they are known to the organisation. We do not take any previous knowledge we may have of candidates into account.

Feedback

We will notify all candidates who have not been short-listed for interview. Due to the level of applications received for most posts, we do not provide detailed feedback at the application stage. The most likely reason for not short-listing is that other candidates matched person specification more closely.

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