

## Charnwood: Leicestershire Scout and Guide International Camp

<b>Role Description</b>	Participation: Bar Team Leader
<b>Role Purpose:</b>	To plan and provide a Camp Bar for the event
<b>Appointed by:</b>	Participation Managers in conjunction with the Camp Directors
<b>Responsible to:</b>	Participation Team Managers
<b>Responsible for:</b>	Camp Bar Team
<b>Main Contacts:</b>	Your team, Staff Sub-camp Team, Commercial / Finance Team Participation Team Managers and Participation Team Adult Participants All other Charnwood Teams
<b>External Contacts:</b>	Local Authority, Licensing Authorities, Cattows Farm Licence Holder

### Key Tasks:

- To operate within budget to at least break even
- To manage the delivery of the Bar -including sourcing beer dispensing equipment, staffing, pricing, planning stock requirements & purchase of stock, drinking glasses etc in conjunction with Commercial Team
- To maintain compliance with Health & Safety and Hygiene policies & procedures
- To ensure the facility operates in accordance with all licencing requirements and best practices
- To define the structure of the Bar Team, agree with Participation Managers, write role descriptions and recruit suitable people, (including a deputy (if required), to ensure the Bar can still be set up and run in the event of either party being unable to fulfil their role for any reason) in liaison with the Staff Team. Draw up and manage a staff rota to cover the opening hours of the bar.
- Ensure sufficient staff are available for setting up, running and clearing away of the bar
- To communicate regularly with team members and the Participation Managers. To provide monthly updates to the Participation Managers in an agreed format. To attend pre-camp meetings where required.
- To be responsible for the financial arrangements of the Bar Team, minimising all losses and waste.
- To prepare a budget and timeline for the task and manage to agreed versions thereof. Proactively manage any expenses and offset against the surplus we aim to make.
- To review and feedback on the performance of staff within the team and provide line management support to all team members
- To provide an interim report (within two months) prior to the event and a final end of event report within two months of the last day of camp to assist in the future planning of the event. The reports to include feedback from bar customers.
- To contribute to and implement the policies, aims and objectives of the event
- To contribute fully as a member of the Participation Team
- Any other job of a similar or related nature requested by the Camp Directors or CMT

### Skills and attributes: able and willing to:

- Have experience of bar management, and large- scale Scouting & Guiding events. Be conversant in legislation relevant to running licensed premises.
- Actively recruit and lead a volunteer team, including effectively managing meetings, communications, work agendas and all interactions

- Empathise – listen, understand and react to the needs of people
- Inspire – support everyone we meet
- Communicate effectively
- Flexible – tasks can evolve and erupt
- Email and PC tool literate (social media a benefit)
- Relish a challenge and cope with change

**Attitude, Contribution and Commitment:**

- Can do. There will be many challenges and asks beyond this RD. We need an attitude to make it happen, whatever it takes
- Be up for it. Be ready to join, contribute, deliver for and enjoy a great team
- Be ready to commit the time required to fulfil role, before, during and after the event, in consideration of other family, work, Scouting and other volunteer commitments

**In conjunction with the Participation Team Managers, responsible for and overseeing the following event policy(s):**

- Alcohol Policy
- And any other policies relating to the job role

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