

Vacancy

Bar & Licensing Coordinator

Part-time, freelance role

32 hours per month (approx. 1 day per week)



We are hiring an energised task-juggler to help coordinate the service, stock and processes at our volunteer-run bar.

About DIY Space for London

DIY Space For London is a social centre located at Unit 1-2, 96-108 Ormside Street, just off Old Kent Road in South East London. We operate in a large converted warehouse building where we have built a 165-capacity performance room, low-cost creative facilities and a community meeting work and social room. We are a cooperative business with a non-hierarchical model based on mutual aid and cooperation. We run on a members' club model so that everyone has equal say in how the place is run, promoting the ideas of mutual aid (helping each other) and cooperation (working together.) Providing a welcoming space for everyone, especially those whose voices and contributions are not always amplified, is a top priority. ► diyspaceforlondon.org

About the opportunity

As a volunteer-powered cooperative organisation, we recently undertook a review of our organising systems to overhaul how we work. This role is one of four new part-time freelance positions which have been created to support our volunteer collectives and two existing paid finance workers, and to ensure we are meeting our legal, ethical, safety and social responsibilities.

Role Details

Duration	32 hours per month (approx. 1 day per week)
Fee	£12.50 per hour + expenses as agreed (equivalent: £400 per month)
Contract Type	A 12 month contract with 3 month and 6 month review. This is a freelance, self-employed role, so contractor is responsible for their own taxes and national insurance.
Location	We are located off Old Kent Road, South London—Unit 1+2, 96-108 Ormside Street, London, SE15 1TF—with the majority of day-to-day tasks being location specific.

About the role

The Bar and Licensing Coordinator will oversee the safe and effective management of the licensed premises aspect of DIY Space for London. We have a Members' Club Premises License granted by Southwark Council, so we do not have a named Designated Premises Supervisor, and our bar is run by volunteers. You will coordinate stock ordering in close liaison with existing volunteer bar leads and enact the decisions of the bar collective, including reporting cashing up and takings. You will ensure the whole bar area meets Health and Safety standards, in close liaison with the Facilities Coordinator, alongside developing visual Best Practices for a bar area which is a safe, accessible, clean and clutter-free environment for volunteers and members alike.

You will work with the existing Finance Administrator and Finance Officer to implement, improve and communicate systems and processes to volunteers with the goal of increasing accuracy of reporting by way of reducing discrepancies across the bar, including the areas of POS operation, cashing up, float / safe counts and the issuing of volunteer expenses. You will be responsible, with the support of Finance, for the resolution of discrepancies and the provision of supporting documentation (receipts, invoices etc.)

In line with these responsibilities, you will coordinate and run bar service training sessions to upskill and inform volunteers (many of whom use their experience with us to find paid work) in close liaison with the Volunteer Coordinator, as well as overseeing the Bar email account. You will research and liaise with all suppliers, develop our menu as required—and by way of weekly stock takes and utilising existing systems—order and coordinate the delivery, storage and restocking of stock and sundry supplies. As we operate on a more varied calendar of activity than many typical licensed premises, and have relatively small stock-holding capacity, a flexible and versatile approach to stock management, in communication with Finance and the Events & Programming Coordinator, is essential. You will communicate with all volunteers and be the point of contact for our licensing officers to ensure we are meeting our licensing objectives, and will apply for TENs (Temporary Event Notices) for our occasional late night events in liaison with our Events & Programming Coordinator.

Person Specification

You will be a positive person with a strong sense of community who is happy working independently, building and reforming systems and very happy taking and giving constructive feedback. You will be committed to using your skills towards a broader social goal. We are looking for a motivated, reliable and well-organised person to jump right in to your area of work, helping to develop and implement new systems, tools and cultures.

Consulting closely with a range of volunteers, you will be happy working both independently and in collaboration with those in our other paid roles alongside the support of our Committee (our equivalent to a board) to enact positive change.

Essential Criteria

- ◆ Experience working and serving in a retail or bar service environment
- ◆ Experience in stock and supplier management
- ◆ An enthusiasm for refining systems, detail and accuracy of reporting
- ◆ Some knowledge and understanding of licensing objectives
- ◆ Ability to undertake at least one half of their duties on site at Ormside Street
- ◆ A commitment to and interest in building thriving and sustainable community spaces
- ◆ Experience of regulation around manual handling and safe physical working practices
- ◆ Some experience working collectively with or in volunteer-powered groups

Desirable Criteria

- ◆ Experience managing a licensed premises
- ◆ Previous experience attending or volunteering at DIY Space for London
- ◆ Knowledge of the way DIY Space for London and/or other volunteer-run social centres work
- ◆ Membership of DIY Space for London
- ◆ Willingness to volunteer 'on the night' occasionally to support the development of volunteers in the Bar Lead role

How we work

DIY Space for London Ltd is a volunteer-powered space with a flat non-hierarchical structure. A range of fluid collectives have traditionally undertaken the day-to-day operational work involved in the space, while the committee is responsible for the bigger picture. This structure is being reinforced under three main areas: DSFL Design, DSFL Events and DSFL Operations. These teams will communicate via Slack, and attend a monthly Team Meeting at which coordinators will be expected to attend and provide updates. Their primary role is to enact the decisions of the collectives, make any suitable devolved decisions and providing feedback on progress and new initiatives.

We acknowledge the tensions inherent in mixing volunteer and paid labour and are committed to ensuring that freelance workers feel supported in their tasks whilst supporting those continuing to work voluntarily, in a mutual way.

How to apply

We want to make it as easy as possible for you to apply for this freelance role, but whichever method you choose below, **we will shortlist based only on how you meet the criteria above**, so please be specific!

Please apply via one of the below methods to committee@diyspaceforlondon.org

- 1 Email us a statement of no more than 600 words** outlining how you meet each of the criteria of the role. (If you would like, you can also attach a CV/Resume, but this is optional).
- 2 Attach a CV/Resume to an email.**
- 3 Send us a video or audio recording no longer than 4 minutes** via a link (uploaded to Youtube, Vimeo, Soundcloud or other platform).

We especially encourage applications from people who are marginalised due to race, class, gender, sexuality, disability, neurodivergence, or any other aspect of who they are. DIY Space for London is a wheelchair accessible building and we will always do our best to prioritise and account for your access needs. Please email us with any questions or help you might need to apply, for whatever reason that may be, and we will do our best to meet them!

Timeline

APPLICATION

We will accept applications between 19th August and **6pm on 16th September 2019**.

INTERVIEW

1hr face-to-face interviews will take place at DIY Space for London on **23rd, 24th or 25th September 2019**. Your interview panel will comprise of a DIY Space for London committee member, a collective member and our freelance finance worker.

SELECTION

We will notify successful candidates on **27th September 2019**.

Any Questions?

Whatever your question may be, please email us at committee@diyspaceforlondon.org

