

Job Description & Person Specification – Bar Manager

Salary: £29,105 per annum, pro rata
Hours: Full time (40 hours per week)
Reporting to: Commercial Performance Manager
Responsible for: Deputy Bar Manager & Bar Staff

About the Students' Union

Edge Hill Students' Union works with students to make their University experience all they want it to be.

Whatever a student's needs, situation or background; we empower them through partnership.

We deliver events, empower societies, and support individuals with whatever they need to have a great experience whilst fulfilling their ambitions.

We bring creativity, innovation and freedom to the student community, and work with Edge Hill to bring about our shared goal of enabling every student to be the best version of themselves.

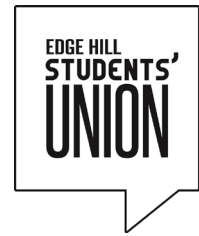
Why Work for Edge Hill Students' Union?

Edge Hill SU is all about creating an inclusive, vibrant community where everyone feels welcome. As our Bar Manager, you'll be a key player in running two fantastic, licensed bars and the rooftop pop-up bar during events, as well as contributing to an energetic programme of events and hospitality that truly enhances the student experience. You'll join a passionate, collaborative team alongside the Commercial Performance Manager and other Union leaders, working in a fresh, lively venue that's home to a wide range of activities and social spaces among a beautiful campus that has won awards for its beautiful green spaces.

About You

You're an energetic and experienced bar professional who thrives in a lively, student-centred environment. You love creating spaces where every student feels welcome, respected, and able to relax or celebrate with friends. Whether you're leading a busy shift, training new team members, managing stock, or helping to deliver a big campus event, you keep things running smoothly while keeping the atmosphere friendly and inclusive.

You're a confident leader who inspires your team, brings fresh ideas for drinks menus and themed nights, and knows how to make each visit to The Union memorable. You care about doing things the right way, championing safety,



inclusivity, and sustainability, while supporting the Students' Union's mission to help every Edge Hill student get the most from their university experience. Above all, you're passionate about making The Union the heart of student life on campus.

Role Description

This is a fantastic opportunity to take the lead in shaping the hospitality offer within Edge Hill Students' Union's brand-new three-floor venue, The Union. As Bar Manager, you'll oversee the operation of our two licensed bars, one on the ground floor and one on the first floor and deliver exciting rooftop pop-up bars for special events.

You'll be leading a friendly, and ambitious team on one of the UK's most beautiful university campuses, creating memorable experiences for a diverse student community, university staff, local residents, and external guests. It's a welcoming and inclusive space where a diverse student community can connect, feel safe, and be themselves.

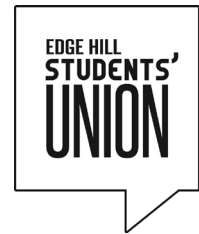
The Union is also home to our merchandise shop (*Gear*), arcade zone (*Tilt*), pool zone (*Side Pocket*), and games hub, alongside a commercial space (*Glam*) offering 'rent-a-chair' opportunities to local businesses, plus the Students' Union team offices.

This opportunity offers more than typical bar management responsibilities, positioning you as a key member of a supportive and collaborative team that delivers a wide range of activities from student nights and live music to live sports and cultural event screenings, conferences, private functions, and major student celebrations. Your leadership in bar operations will be essential to the venue's success and to creating a welcoming, well-run environment that enhances the venue's reputation on campus and beyond.

Main Responsibilities

Bar Management

- Own the operation of our two licensed bars, and the rooftop pop-up bar during events, ensuring outstanding customer service, smooth day-to-day running, and strong commercial results
- Demonstrate a strong commitment to promoting safety and inclusivity campaigns such as "Ask Angela," ensuring the bar remains a safe and welcoming space for all patrons.
- Lead the recruitment, onboarding, and training of new bar staff to build a skilled and motivated team
- Manage and develop a Deputy Bar Manager and bar team through ongoing training, support, and performance management
- Create and manage staff rotas to ensure appropriate coverage across all shifts



- Oversee stock control, supplier relationships, procurement, and the cashless payment system tailored to our bar environment
- Ensure full compliance with licensing, health & safety, and hygiene standards
- Monitor budgets and financial performance, hitting sales targets and controlling costs
- Maintain a clean, hygienic bar environment in strict adherence to all relevant health and safety policies and regulations.

Supporting the Wider Commercial Offer

- Partner with the Deputy Bar Manager to support the Commercial Performance Manager in overseeing other commercial outlets within the venue
- Work closely with other key staff, including the Student Engagement Manager and Student Events & Activities Manager, to create a seamless hospitality experience across the venue
- Help coordinate staffing and resources to maximise efficiency and excellent service throughout all commercial spaces

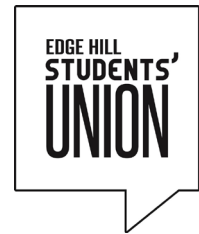
Events and Customer Experience

- Contribute, in collaboration with key colleagues such as the Student Engagement Manager, Student Events & Activities Manager, and Commercial Performance Manager, to planning and delivering a diverse and lively events programme aimed primarily at students but also welcoming university staff, local residents, and external clients
- Support major event highlights such as Graduation, Freshers Week, annual conferences, as well as key sporting and cultural events including the World Cup, boxing matches, Eurovision, and other significant live screenings
- Represent the bar and the Students' Union brand with passion, ensuring a welcoming, inclusive, and fun atmosphere for all customers
- Actively pursue continuous professional development by engaging with training opportunities, industry networking, and attending conferences to enhance skills and improve service delivery.

Sustainability and Ethical Practice

- Lead by example in promoting sustainability across bar operations, from responsible sourcing to waste reduction and energy efficiency
- Engage the bar team and customers in environmental initiatives aligned with the Union's values, partners and campaigns.

This list is not exhaustive and other duties commensurate with the role may be assigned at the discretion of the Senior Leadership Team.



(Assessment Criteria: A=Application Form I=Interview, P=Presentation, T=Test)

Person Specification				
Qualifications		Essential	Desirable	Assessment Criteria
1	Personal licence holder	*		
Experience		Essential	Desirable	Assessment Criteria
2	Proven experience managing bar operations in a hospitality environment	*		
3	Strong leadership skills with experience managing deputies or supervisors	*		
4	Experience recruiting, training, and scheduling staff	*		
5	Familiarity with cashless payment systems and stock control	*		
6	Experience working in a Students' Union or university setting		*	
7	Experience in planning and overseeing diverse events		*	
Skills & Knowledge		Essential	Desirable	Assessment Criteria
8	Excellent organisational and commercial awareness skills	*		
9	Solid knowledge of licensing, health & safety, and hygiene regulations	*		
10	A commitment to delivering top-notch customer service and positively representing the brand	*		
11	Knowledge of EPOS and hospitality management software	*		
12	Flexibility to work evenings, weekends, and bank holidays	*		
13	Understanding of student demographics and community engagement		*	

Signed (Employee)

Print Name

Date

Signed (Employer)

Print Name

Date