

# **Job Description & Person Specification – Deputy Bar Manager**

Salary: £26,208 per annum, pro rata  
Hours: Full time (40 hours per week)  
Reporting to: Bar Manager  
Responsible for: 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?**

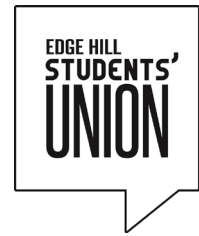
Edge Hill SU is all about creating a positive, inclusive, and memorable student experience. This is your opportunity to help shape the future of our hospitality offer in a brand-new venue right at the heart of campus life.

You'll be part of a supportive and collaborative team, working in a stunning campus setting recognised for its beautiful green spaces. Together, we'll deliver a lively programme of events, great hospitality, and a welcoming atmosphere that makes the Students' Union a place everyone loves to be.

## **About You**

You're a practical and approachable hospitality professional who enjoys leading a team and making sure everything runs smoothly behind the bar. You understand the importance of great customer service and are comfortable handling the day-to-day tasks like stock management, health and safety, and licensing.

You're organised and reliable, able to support the Bar Manager in creating a welcoming and safe environment for students to relax and enjoy themselves. You're flexible with your time and ready to jump in during busy events or quieter moments, always keeping the team motivated and focused.



Working in a student-focused venue or lively hospitality setting, you know how to adapt to different crowds and help deliver a variety of events. Above all, you're passionate about being part of a collaborative team that helps make The Union a hub of student life and great experiences at Edge Hill.

## **Role Description**

We're looking for a passionate, hands-on Deputy Bar Manager to help lead the day-to-day running of our two licensed bars in Edge Hill Students' Union's stunning new three-floor venue. The space includes a ground-floor bar, a first-floor bar, and a spectacular rooftop terrace for pop-up bars during special events.

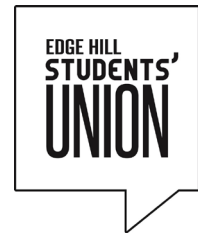
You'll be joining a supportive, friendly, and ambitious team in one of the most beautiful university campuses in the UK, working to create memorable experiences for our vibrant student community, as well as university staff, local residents, and external guests. It's a welcoming and inclusive space where 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, along with a commercial space (*Glam*) offering 'rent-a-chair' opportunities to local businesses, plus the Students' Union team offices.

Our Students' Union is more than just a place to grab a drink, it's a year-round destination hosting everything from student nights and live music to conferences, private functions, and large-scale celebrations. Your role will be key to shaping its success and atmosphere.

## **Main Responsibilities**

- Support the Bar Manager in overseeing the daily operations of both licensed bars and the rooftop pop-up bar during events.
- Lead, train, and motivate a team of student staff, ensuring exceptional customer service.
- Assist with rotas, recruitment, onboarding, and staff development.
- Manage stock control, cellar operations, and ordering in a cashless environment.
- Uphold licensing regulations, health and safety standards, and hygiene protocols.
- Champion safe space initiatives, such as "Ask Angela," and enforce Challenge 25.
- Ensure bar spaces are clean, safe, and welcoming at all times.
- Work collaboratively with the Bar Manager, Commercial Performance Manager, and other SU teams to deliver a varied calendar of events.
- Adapt to a diverse customer base, from students and academics to local residents and conference delegates.



- Actively engage in your own professional development, attending relevant training, networking, and hospitality events.

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				
Experience		Essential	Desirable	Assessment Criteria
1	Proven experience in a bar or hospitality role, including supervising or leading a team.	*		
2	Experience with rota creation, recruitment, and staff training.	*		
3	Experience in a cashless environment and/or using EPOS systems	*		
4	Experience in a student union, university, or student-focused venue.		*	
5	Background in events such as live music nights, quizzes, or private hire functions.		*	
Skills & Knowledge		Essential	Desirable	Assessment Criteria
6	Strong knowledge of stock control, cellar management, and licensing compliance.	*		
7	Track record of delivering excellent customer service in busy environments	*		
8	Understanding of health and safety, hygiene, and safeguarding practices	*		
9	Familiarity with safety campaigns like Ask Angela or Challenge 25.	*		

**Signed (Employee)**

**Print Name**

**Date**

**Signed (Employer)**

**Print Name**

**Date**