

Greyfriars Kirk

Job Description – Freelance Duty Manager (DM)

1 Purpose of the Role

The role of Duty Manager is to assist with the management and facilitation of events at Greyfriars Kirk - mainly weekday evenings and weekends. The Kirk employs Duty Managers to oversee or manage Greyfriars Outreach activities when the church is used for events such as rehearsals, concerts, wedding receptions, dances/ceilidhs, visitor opening and recordings. For all activities associated with specific events, the Duty Manager will report to the Operations Manager.

The Duty Manager is the Kirk's first point of contact for Kirk-related matters concerning the event. For third party events the Kirk's Duty Manager will liaise with the 3rd party's event manager to ensure that the Kirk's amenities are provided as agreed in the licensee contract.

2 Expected outcomes for the role by which performance can be measured

- a) A successful event and positive organiser/customer/audience feedback,
- b) Management/overseeing of events in a safe and efficient manner,
- c) Repeat business.

3 Key Tasks and Responsibilities

- a) Ensure event is fully prepared by ensuring appropriate, heating, lighting, emergency lighting is on, fire exits unlocked and attended,
- b) Ensure the safety and security of personnel including all performers, private guests and the general public associated with a specific event,
- c) Ensure the safety and security of the building,
- d) Ensure emergencies such as fire, medical and security issues are dealt with efficiently and appropriately,
- e) Briefing volunteer stewards, caterers and other paid staff starts on their responsibilities before the event starts,
- f) Ensuring any setting-up and/or de-rigging using staff and/or volunteers is achieved safely, quietly and efficiently,
- g) Ensuring compliance with the Kirk's Health and Safety Policy,
- h) Securing the building on completion of an event if last out by checking all lights switched off, all rooms checked vacant and exit doors locked.
- i) Briefing the Operations Manager of any incident during an event that may lead to comment/adverse feedback.

4 Training

- a) Attendance at Kirk briefings concerning layout, fire exits, alarm systems and building security,
- b) Attend periodic managers' training meetings,
- c) Attendance at Kirk-arranged first aid, fire warden and health and safety courses,
- d) Read and sign Duty Manager's detailed guidance file.

5 Main Terms and Conditions

Location	Greyfriars Kirk, Edinburgh EH1 2QQ
Reports to	Operations Manager
Salary	£16.80hr (wef Jan 24) Time-and-a-half after midnight.
Annual Leave	No allowance. 12.07% of hourly rate paid in lieu.
Pension	Not paid.
Hours	As required.

6 Person Specification and Critical Competencies

Critical Competencies	
Excellent spoken communication skills Ability to manage staff Ability to manage volunteers Ability to manage events	Essential Essential Essential Essential
Technical knowledge/education	
A good knowledge of the Kirk's layout, electrical and alarm systems	Desirable
Experience required for the role	
People management Event management	Desirable Desirable
Aptitude and attitude	
Interest in the arts	Desirable

HOW TO APPLY. Two parts:

1. **Write a letter or email.** Address to The Operations Manager, Greyfriars Kirk explaining why you consider yourself suited to the role of Duty Manager.
2. **Enclose your CV.** This should contain **your employment history**, education qualifications, hobbies and details of **two referees** from separate recent employment.

Send both by **1 MARCH 2024** to: communications@greyfriarskirk.com