

# **Event Duty Manager (Casual)**

## **May 2021**

### **1 Overview**

The Trust is recruiting casual staff to act as Event Duty Managers to cover events in the evenings and at weekends.

These events vary, from Trust led activities such as outdoor theatre performances and festivals to corporate hires and business events. Events also include weddings and private parties.

A casual contract means that the Trust is not obliged to offer work and the individual does not have to accept work when offered. Obviously once an individual has made a commitment to cover a specific date then they are contractually obliged to do so.

Hourly rate of pay: £10.70 including holiday pay.

### **2 About Llanthony Secunda Priory**

#### **2.1 The Trust**

Llanthony Secunda Priory Trust (LSPT) was formed in late 2007 to manage, restore and preserve Llanthony Secunda Priory. LSPT comprises up to 12 trustees with wide ranging experience. All of the Trustees are unpaid volunteers who are very enthusiastic and single minded in their ambitions to protect and celebrate the heritage at Llanthony. The Trust continues to develop and has developed and appointed new trustees to fit the skills needed as the site moves from being rescued to being used as a heritage site and venue for community activities, festivals and events.

#### **2.2 The Priory**

Llanthony Secunda Priory is a site of national historic, cultural and archaeological significance located a short walk from the centre of historic Gloucester, surrounded by 21st century waterside regeneration. The Llanthony Secunda Priory Trust is coming to the end of its £4m 'Re-formation Project' funded by the National Lottery Heritage Fund and a wide range of other national and local funders. The major renovation works which have seen buildings restored and brought back into use are now complete and the final landscaping works are due to take place this summer. The 900 year history of the site has been interpreted for visitors both within the grounds and the buildings. A programme of activities

to celebrate and engage the public with the site and the history of the Priory will run for a further year.

This is an exciting and busy phase as the Trust moves from an emphasis on the rescue of the building to running a heritage site and the work moving forward will focus on the delivery of the Activity Plan and generating income through lettings and events.

### **3 Job description**

The role is expected to cover:

- Opening and closing the building for events.
- Cleaning (usually after events).
- Being on hand during events to assist those using the space, e.g. explaining how things work.
- To ensure the historic buildings are treated with respect.
- Setting up rooms ready for events.
- Evacuating the building in an emergency
- To call security or emergency services if required.
- The majority of hours on offer are expected to be evenings and weekends and so it is important that casual staff have reasonable availability for these times.

### **4 Person specification**

Event Duty Managers need to be practical, willing to turn their hand to anything that needs doing and to be comfortable dealing with the public.

- Experience of working in a front-line customer service position
- Involvement in running events
- Physically able to move furniture
- Experience of cleaning
- Able to work independently but equally able to work as part of a team
- First aider (or willing to be trained)

An interest in historic buildings is not essential but will be helpful as it will be important to understand the sensitivity of the different parts of the buildings and how to ensure they are not damaged. Training will be provided.

## 5 How to Apply

Applications should take the form of a brief Curriculum Vitae (including two referees) detailing employment history and education and training with a covering letter which addresses how you meet the various aspects of the person specification and why you are particularly interested in this post.

**Closing date: 9<sup>th</sup> July 2021, 5pm.**

Applications should be sent to [emma.davies@llanthysecunda.org](mailto:emma.davies@llanthysecunda.org) and confirmation of receipt will be sent by email as soon as possible.

A signed hard copy should be sent at the same time to:

Emma Davies  
Llanthy Secunda Priory Trust  
Llanthy Secunda Priory  
Priory Junction  
Gloucester  
GL2 5FA

Successful applicants will be invited to an interview and training session, week beginning 21<sup>st</sup> June.

All candidates will be informed by email whether they have been short listed or not.