

SANDY GAP- ISLE OF WALNEY, VISITOR CENTRE

J O B T I T L E :

SANDY GAP – CAFÉ AND CENTRE MANAGER

JOB SUMMARY

Salary: £20,000 p.a. related to experience.

Full time 1 year fixed term contract. Jan 2018-Dec 2019

SANDY GAP cic is a community interest company with a visitor centre and café. We are looking for a Manager with vision, energy and creativity, and a passion for food. This is a rare opportunity to establish a beachside facility from the ground up, to lead, manage, and make a success of this new community enterprise, for the Isle of Walney, Barrow-in-Furness, Cumbria.

This exciting new role will be based in the beachside visitor centre and café, through its refurbishment and opening in 2019. You will have a hands on approach and will set up, establish and manage the facility, recruiting and managing staff, cooking, serving, developing events and activities and making the centre a vibrant and welcoming community and visitor resource. You have a warm personality, catering experience, have managed a business and have experience of working with the public.

You will be responsible for maximizing the potential of Sandy Gap cic, aiming to make the enterprise sustainable beyond the period of the contract. You will build successful working relationships with Walney's and Barrow's communities, visitors, local nature reserves and potential users and develop the role in line with the emerging needs of the centre.

SANDY GAP Isle of Walney Visitor Centre and community interest company (cic).

Situated on the west shore of Walney, central to the island overlooking the Irish sea.

- Sandy Gap is the access point throughout the year for hundreds of local people to the beach and coastal walks.
- Sandy Gap is centrally placed between significant nature reserves, managed by Natural England to the north and Cumbria Wildlife trust to the south of the island, and acts as the first point of contact for these reserves.
- Sandy Gap is the start or finish for the existing National Cycle route 70, Walney to Wear, and Walney to Whitby and the Bay Cycle route, around Cumbria and Lancashire.

SANDY GAP - Isle of Walney Visitor Centre

Will offer visitor information facilities, beach café and small associated retail, throughout the year.

- provides a visitor information facility for local residents and tourists
- is an information centre explaining the natural history of Walney and its nature reserves
- events management - indoor and outdoor educational, community and arts events
- it will develop a gift retail facility
- commission artworks for exhibition and sale
- develop and fundraise for arts and events projects in the area.
- is a welcome point for the community and visitors
- has a beach café providing simple healthy home cooked food with locally sourced produce and suppliers

Address of business: Sandy Gap cic , Sandy Gap Lane, Isle of Walney, Barrow-in-Furness, Cumbria

Not a postal address

SANDY GAP – ISLE OF WALNEY, VISITOR CENTRE

JOB DESCRIPTION.

MENU -The Main course

- To establish and manage Sandy Gap visitor Centre and Beach café and gift shop
- To set up the business, café facility, gift retail and events; sourcing equipment, stock, local food and suppliers, develop menus, events, recruit and train staff and work with the directors to establish the new enterprise from the ground up.
- Develop and run Sandy Gap Visitor Centre café and shop with a hands on approach, taking on all aspects of the daily operations where necessary, to ensure smooth, efficient and friendly service.
- Preparing cooking and serving food and refreshments as required, with an assistant.
- Recruit, Manage and train, develop and support assistant staff, and volunteers.
- Manage workforce and café set up and supplies budget. Under the guidance of the Directors
- Manage day-to-day cafe operations ordering stock, food supplies, maintain accurate stock records and levels.
- Plan and prepare work rotas and assign employees to specific duties in the café, and for events holding regular team meetings
- To promote all aspects of Sandy Gap - visitor Centre Beach café, and gift shop, events through website, facebook and social media.
- Creating an events programme - in collaboration with the directors and staff.
Training given
- To organize, promote, cater for, manage, and present events, for groups. Training given.
- Enhance the visitor experience, presenting when needed on the natural and historic assets of the area. Training will be given.
- Develop and deliver outside catering
- Commission artist made souvenirs.
- To contribute to and develop the brand of Sandy Gap.
- To develop new and return visitors for the centre and maximize data capture opportunities.
- To produce reports on visitor numbers, cash flow and sales and other information on request. Providing all information to the Directors as required.
- To fundraise for the programme, and events, with the directors
- Develop the business planning case for year 2 – 5 sustainability.
- Ensure that Health & safety standards are maintained to a high standard and that all food and drink is prepared according to health and hygiene regulations and all necessary paperwork is up to date. Make sure the premises and grounds are clean and presentable at all times.
- Keyholding, opening up, cashing up and closing down responsibilities.

This is not an exhaustive list of all the duties that may need to be undertaken. It may be necessary to undertake other tasks in order to fulfill the requirements of this role.

Responsible for: Assistants and developing volunteer staff.

Responsible to: The Sandy Gap cic Directors.

To engage with: Visitors, customers, the local community, Art Gene, The Coastal Community Team, Natural England, cyclists, beach users, dog walkers, schools, suppliers, press and other groups to develop the events and audience for the Centre and programme.

Salary: £20,000 p.a.

Full time 1 year fixed term contract. Jan 2018-Dec 2019

28 days paid holiday and workplace pension.

Working Pattern

40 hours per week: the post will require flexibility in line with the needs of the role.

Working some weekends, bank holidays and on occasion evenings or early mornings.

Application Procedure

Supply a full C.V. and a letter of application, stating how your knowledge and experience, your skills and abilities will bring added value to the role as specified.

By Email to: maddi@sandygap.co.uk

**Or post to Maddi Nicholson - Sandy Gap cic,
C/O Art Gene Ltd, Bath Street, Barrow-in-Furness, Cumbria. LA14 5TY**

Application deadline: **6.00pm. Thursday 15th Nov. 2018**

Shortlisted applicants will be invited for interview, which will take place at Art Gene's offices in Barrow-in-Furness on **Monday 19th Nov. 2018**

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Re-Visioning The Social,
Natural & Built Environment



SANDY GAP- ISLE OF WALNEY, VISITOR CENTRE

SANDY GAP – CAFÉ AND CENTRE MANAGER

SKILLS AND EXPERIENCE -

Desert - Personal attributes

- Be a lover of healthy home cooked food and be able to develop menu ideas.
- A self-starter with the ability to initiate, plan, and implement their own workload
- A can-do attitude to all aspects of work and enthusiastically lead by example.
- Have a calm, unflappable flexible demeanor, able to thrive under pressure.
- At ease with hospitality and people management
- A leader who takes pride in the development and delivery of their and their staffs work.
- Have a positive warm and welcoming personality with excellent communication skills
- Able to work flexibly and responsively to the demands of the post,
- Have excellent organisational and time management skills

Essential - Experience of :

- Catering or cooking,
- Managing and leading projects
- Managing staff or volunteers
- Customer service experience.
- Cash handling and till reconciliation
- Working to a budget
- Running a business
- Have the confidence and ability to present, representing Sandy Gap to different audiences: local communities, visitors, artists, and local and regional stakeholders.
- Have the ability to prioritise and adapt - a flexible approach to working.
- A high level of understanding of health and safety and hygiene considerations
- Small scale marketing, and social media

Desirable - Experience of :

- Working in both community and professional contexts.
- Project monitoring and evaluation
- Setting up a business
- Presenting to groups
- Event management
- Outside catering experience
- Developing Creative projects
- Motivating a small team
- Working collaboratively
- Knowledge of the area
- Fundraising
- Further or degree level education

Skills & proficiencies

- DBS Checked, Enhanced disclosure. (this can be undertaken as part of the role)
- Full clean drivers licence and access to car.
- Up to date on all food safety standards with a Current Food Hygiene Certificate (within the last 2 years)
- Catering qualifications or a proven interest in healthy cooking.
- Computer skills; word, excel and ability to update social media and website.(can be trained)