



1 Station Road, Wellington, Telford, TF1 1BY

01952 743377

info@wellingtonorbit.co.uk

www.wellingtonorbit.co.uk



Dear Applicant

Thank you for considering applying for the role of Duty Manager at Wellington Orbit.

In this document you will find some background information on Wellington Orbit, a Job Description and Person Specification. You should also download (from our website) an application form and an equal opportunities monitoring form. Together with the full job advert, the two forms and this letter (including the job description and person specification) form the whole application pack.

Please complete the application form and return it with the equal opportunities form. You will note that the application form allows space for you to address how you meet the criteria from the Person Specification and why you feel you will be able to undertake the key tasks of the Job Description. For this reason, a full covering letter is not required. Please also do not send your CV, but complete the application form in full, attaching continuation sheets or expanding the text boxes where necessary. Please comment on your availability either on the application form or when returning the forms to us.

Wellington Orbit is a dynamic and exciting place to work, with an engaged board of directors, a hardworking staff team and a fantastic group of volunteers. The commitment of everyone involved, working towards the success of the venue, makes for a fulfilling and gratifying place to work – and one where you could certainly make your mark.

Please read through the enclosed information carefully, and if you feel you meet the essential criteria and are up for an exciting challenge, then please do apply. We look forward to hearing from you. Information on how to return your application and the deadline for doing so is contained in the job advert, so please read it carefully.

Yours faithfully

The directors of Wellington Orbit

Introduction to Wellington Orbit

Wellington Orbit opened in May 2019 consisting of a single-screen cinema and a café bar with gallery space. We have recently been awarded a grant which will enable us to renovate the upper floors of the Orbit to become an arts and community centre. We expect the renovations to be completed late 2025 early 2026, so we are in a very exciting phase of our development.

How it began:

The possibility of an independent cinema in Wellington was generated at a strongly supported meeting of Wellington Civic Centre in November 2012. The people at this meeting, and many others subsequently, were determined to act to regenerate Wellington, through bringing more entertainment, arts and community activities and facilities to the town.

The former Clifton Cinema closed in 1988 and had been used as a retail space and was then left vacant. Our first thoughts were focussed on acquiring and regenerating the Clifton cinema space. Our plan to acquire the Clifton building proved not to be, but with the determination of the board and our members we were successful in obtaining another building, a former HSBC bank on Station Road, and this is now our own 'Wellington Orbit'.

The founding Members registered the organisation as a not-for-profit Community Benefit Society with Members able to buy shares in support of the Society – hence the title the 'Clifton Community Arts Centre Ltd' trading as 'Wellington Orbit'. The organisation has charitable purposes. Sufficient funding was raised through collaboration of the Members, local Council support and with volunteers using every opportunity to raise further funds at local events.

The significant amount raised allowed us to lease the former bank and fit out the ground floor of the building, transforming the space into a 63 seater cinema with a thriving café space. The local commitment to the project continues and Phase II of the building refurbishment is eagerly awaited, with aspirations to begin the transformation later in 2022. Architects have been appointed by the Board and the layout is being considered. It is currently expected that the space will include a dance/drama studio, a space for art and rooms for the community to hire for various purposes.

With the commitment of our current Members, supporters and volunteers, the future is very exciting with Phase II now becoming a reality and with it the opportunity for the inclusion of community-led ventures in line with our Benefit Society rules.

Job Description

JOB TITLE:	Duty Manager
HOURS OF WORK:	21 hours per week, worked flexibly between the hours of 10am – 10pm,
SALARY ON:	£11.90 per hour
DURATION OF POST:	This is a permanent role subject to successful completion of a six-month probationary period
PLACE OF WORK:	Wellington Orbit, 1 Station Road, Wellington, TF1 1BY
RESPONSIBLE TO:	The General Manager
RESPONSIBLE FOR:	The public visiting the Orbit, Volunteers, Kitchen Assistants (in the absence of the Café Supervisor), the building and its assets
LIAISON WITH:	General Manager, Volunteer Co-ordinator, other Duty Managers, the Café Supervisor
MAIN PURPOSE OF POST:	To work with the General Manager to manage the premises, staff, volunteers and visitors in his absence.

MAIN TASKS & RESPONSIBILITIES

1. Responsibility for the smooth running of the venue in the absence of the Manager
2. To update and maintain social media channels with the support and assistance of a director and manager.
3. Representing Wellington Orbit to the public; behaving professionally and with excellent customer service at all times
4. Supervising and supporting Volunteers and the Kitchen Assistant(s) on shift
5. Supporting the Volunteer Co-ordinator with the training and development of Volunteers.
6. Responsibility for the health and safety of all users of the building including ensuring Health and Safety regulations are adhered to
7. To be responsible for emergency first aid response and safeguarding (in relation to Volunteers) when on duty
8. To be responsible for fire safety and leading the emergency evacuation of the venue. To monitor check and record health and safety within the cinema and projection room.
9. To assist the Manager in creating film programme schedules
10. Following training, creation of projector scripts and running the projection equipment
11. Undertaking daily checks of the building and ensuring the good working order of equipment and sound levels in projection box and auditorium
12. Ensuring the front of house areas are tidy and sanitary
13. Money handling and balancing the till at the end of the day
14. To assist the Manager in the planning and presentation of special events

15. Upkeep of log books and maintenance books
16. Monitor entry of cinema and assist any less abled customers in using the building
17. To uphold the law in relation to licensing regulations applicable to the building and the operation of a cinema
18. Key holding responsibility including alarm call outs as and when necessary
19. Any other duties as commensurate with the position

Terms and Conditions of Employment

21 hours per week, worked over 7 days between 10am – 10pm. The shift pattern is worked out on a rolling two week basis and includes evening and weekend working. Overtime will be paid where shifts are of greater than normal duration or cover is provided for colleagues.

There will be a six-month probationary period with an assessment conducted by the General Manager and one member of the Board at the mid and end point of the probationary period.

Holiday entitlement for full time employment is 20 working days per annum + Public Holidays; for part time staff this equates to 5.6 x your contracted weekly hours, per year. Please note we can be open on Public Holidays, and these days are classed as normal working days and therefore you will be required to work them if they fall within your work pattern.

Following six months employment, if you are off sick, and adhere to notification and certification procedures, you will be entitled to full pay for 4 weeks then you will revert to statutory sick pay dependent on eligibility.

Salary will be paid directly into your bank on 25th of the month at the latest.

Person Specification – Duty Manager

<u>Skills</u>		<u>How identified</u>
<u>Essential</u> Excellent communication skills, with the ability to articulate things well and concisely Excellent organisation skills Accurate English spelling and grammar Computer literate –internet, email, excel and word Strong degree of practical common sense Calm, professional demeanour Ability to troubleshoot and fix problems under pressure Experience of maintaining business social media channels	<u>Desirable</u> Experience of health and safety laws and carrying out / understanding risk assessments Driving licence	Application form Interview
<u>Qualifications</u>		
<u>Essential</u> Educated to A Level / equivalent standard English & Maths at GCSE at Grade A*-C / new grades 4-9	<u>Desirable</u> First Aid qualifications (last 3 years) Safeguarding training (last 3 years)	Application form
<u>Experience</u>		
<u>Essential</u> Previous Duty Manager / shift supervisor experience Managing against tight deadlines Working in a customer facing environment Understanding of different abilities and needs of volunteers Ability to work alone as well as part of a team Working in an often high-stress environment	<u>Desirable</u> Experience of working with volunteers. Health and Safety enforcement experience in a similar environment Experience of working with people with additional needs and different skill levels	Application form Interview Test
<u>Abilities and Attitudes</u>		
<u>Essential</u> An interest in the arts / cinema / local community & local culture Reliable and Punctual Adaptable Commitment to Equal Opportunities Ability to work cheerfully under pressure Ability to work flexible hours Ability to be calm but assertive Ability to work as part of a team Ability to use own initiative to prioritise	<u>Desirable</u> Enthusiasm for giving new things ‘a go’ and encouraging others to participate Understanding of the arts and / or film exhibition	Application form Interview