

Neston Civic Hall Operations Co-ordinator Application Pack



The Opportunity

We are seeking an energetic and enthusiastic person to join the NCYC team and lead this development from getting the building back into use, to running it successfully, to developing it for the future.

Looking to the long term, it is envisaged that the Civic Hall will have its own team with an ambition of having the building in use 7 days a week, operating as a community business and generating revenue that can be reinvested into activities that benefit the local community.

If you believe you are the right person, please apply.

About NCYC

NCYC is a community anchor organisation based in Neston and serving the communities of Neston, Little Neston, Ness, Burton, Willaston and Parkgate

Through effective partnership working we provide a range of services and support that can improve people's lives.

From Neston Community Youth Centre, we have developed effective partnerships to offer access to services such as Citizens Advice, Foodbank, Job Centre, Befriending Service, Carer Support, Employability Support, Community Cinema, Social Prescribing Service and more led by what our community tells us it needs.

We also manage a range of volunteer opportunities that support us to deliver Neston Angels, Neston Flicks, local Community Events (Neston Ladies Club Day, The Big Lunch, Christmas Lights Switch On). During the pandemic, more than 300 volunteers supported thousands of local people to access food, prescriptions and vaccines.

Neston Community Youth Centre also hosts a range of leisure learning opportunities, health and wellbeing activities and more.

About Neston Civic Hall (The Institute)

Neston Institute, built in 1903 as a Liberal Club by William Lever has a long history of being important to the local community. Originally built in 1903, 'The Institute' served as a Red Cross Hospital during WW1 but was closed at the end of the war. In the 1960's, as well as hosting weekly 'Gang Shows' the Institute also played host to 'The Silver Beetles' for 6 weeks following their tour of Scotland and is possibly where Sir Paul McCartney played his first electric guitar. At the same time, Neston's Civil Defence Corps were using the Institute for Exercise Deeside to prepare for a Nuclear Bomb!

We don't yet know when The Institute became The Civic Hall but more recently it has hosted a range of activities and events for local people. Neston Players, Neston Flower Society, Neston U3A, Hip & Harmony CIC, NCYC (Neston Flicks) and others used the building regularly for shows, displays,

demonstrations and meetings. Brio Leisure who previously operated the building hired it out for private functions, comedy nights and more.

In January 2022 after being closed for almost two years due to the Covid-19 pandemic, NCYC signed a 2 year lease on the building in order to bring it back into use for the benefit of local people and to decide it's long term future.

Future Plans

NCYC, working closely with Cheshire West and Chester Council, are actively seeking funding that can ensure that the building remains the essential community asset local people already believe that it is - in the Summer of 2021 as we emerged from lockdowns, NCYC carried out a survey of local people and the results were overwhelming. 926 people responded in less than 24 hours, more than two thirds rated the building as 'absolutely essential' and 98% were supportive of NCYC taking over the running and 90% wanted this to be a long term arrangement (minimum of 25 years).

If we are successful in seeking the funding required to bring the building up to standard, a refurbishment programme will be undertaken.

In the immediate future, NCYC will run the building to develop a business plan that can sustain its use and bring activities and events back to the local community.

Closing Date for applications is Friday 29th July 2022

Interviews will be held week commencing 8th August

For an informal discussion regarding the role, please contact Gareth Prytherch, Chief Executive, Neston Community Youth Centre on 0151 336 7805 to arrange a time.

Role Description

Hours	37.5 hrs/week - worked flexibly including evenings and weekends
Salary	£21,650
Location	Neston Civic Hall

We have an amazing opportunity to join a dynamic, community focussed team and develop a project from the beginning.

Neston Civic Hall is seen by local people as essential and we want this much loved building to be a community owned and run asset for the benefit of local people, securing it's future in the process.

The building already hosts a range of activities including Ballroom Dancing, Neston Flower Society, Neston U3A, Neston Players with private functions, comedy nights and more planned from September onwards.

We are looking for someone with bags of energy and enthusiasm to take this space and turn it into the essential community asset people already believe it is.

Role Description – Main Duties

- Keyholder Responsibility
- Setting Up for Events and Activities
- Managing bookings
- Operating the licensed bar
- Managing part time bar staff, cleaner etc
- Recording Maintenance activities and requirements
- Reporting on Usage
- Work with the Chief Executive to secure the long term future of the building.
- Promoting the use of the building using established tools

Person Specification

Criteria	Essential	Desirable	Assessment A = application I = interview
Knowledge			
An understanding of Neston and the surrounding Villages	YES		A / I
Personal Licence Holder		YES	A
Food Hygiene Qualification		YES	A
Health & Safety Qualification		YES	A
Cellar and Stock Management		YES	A
Skills			
Great Customer Service	YES		A / I
Managing a Team to success		YES	A / I
Managing yourself effectively	YES		A / I
Finance and Stock Management		YES	A / I
Experience			
Work in a licensed premises	YES		A / I
Management / Supervisory role in Licensed Premises		YES	A / I
Facilities Management		YES	A / I
Managing Staff		YES	A / I
Attitudes / Behaviour			
Energy and Enthusiasm	YES		A / I
Creative Thinking	YES		I
Belief in the Power of Community	YES		I
Belief in Team Working	YES		A/I

Guidance for Applicants

We want the right person to be successful and the following guidance is designed to help you complete the application process. Please read the guidance carefully.

- Please complete the application form fully and honestly – it would be nice to find someone with everything we want but that doesn't always happen and we have a culture of promoting personal development. Do not send CV's
- All of the personally identifying information, name, address etc and Equality Monitoring Form are removed from the applications prior to the shortlisting process so if you know us, please don't rely on us filling in gaps that you don't tell us.
- We have no idea what the right person 'looks like' we only know what knowledge, skills, experience and behaviours we are looking for so when you're completing the 'Supporting Information' section of the application form, please tell us everything you can, this is what the team will base their decisions on. It doesn't need to read as a story, bullet points that highlight your relevant knowledge etc is often easier – but don't scrimp where you have important details.
- If you have relevant skills and knowledge that we haven't asked about, tell us anyway.

When you have completed your application

The process

1. After the closing date, we will identify people we would like to interview and invite them to come and meet the team and tell us more about yourself, the things we're interested in and the things you've told us in your application.
2. If we don't ask you to come for an interview, we will tell you but we may not be able to give detailed reasoning why – just remember though that this decision is only based on the information you have given us and our opinion it doesn't mean you failed or were wrong.
3. For those we invite to interview we will tell you in advance, the questions we will ask you. Interviews are not designed to see how you can answer questions under pressure, they are designed to help us find the right person.
4. There will be 2 or three people interviewing but we will keep it as informal as possible.
5. Following the interviews we will make a decision based on a simple scoring system of how we interpreted what you told us and, hopefully, make an offer to one of the candidates.
6. All other candidates will be contacted with our decision and to make an offer to give feedback at a later date if they want it – again, remember that this will only be our opinion.