

# Greyfriars Kirk

## Job Description – Duty Manager (DM)

### 1 Purpose of the Role

The role of Duty Manager has been created to assist with the management of events at Greyfriars Kirk mainly at weekday evenings and weekends – when the Operations Manager is absent. Events are normally associated with the commercial activities of the Kirk when the church is used for activities such as rehearsals, concerts, wedding receptions, social events, recordings or exhibitions. For all activities associated with specific events, the Duty Manager will report to the Operations Manager:

The Duty Manager will be the Kirk's first point of contact for all matters concerning the smooth running of an event.

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

- a) A successful event and excellent customer feedback,
- b) Management 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 stewards, caterers and other volunteer/paid staff before an 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,
- i) Briefing the Operations Manager of any incident during an event that may lead to 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 prevention 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	£11.56hr (wef Jan 19)

Annual Leave            N/A  
Pension                    N/A  
Hours                        As required

## 6      **Person Specification and Critical Competencies**

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