



### Role Description: Events and Inclusion Manager

The Magic Hat Cafe is looking to appoint an experienced, energetic, well-organised events manager to work with an established anti-food waste project which uses surplus food to engage the community in the problem of food waste. Enjoying organising events, excellent interpersonal and communication skills, and the ability to work well under pressure are crucial for this role.

After 3 years of fundraising, we opened our own 80 cover city centre cafe - the Magic Hat - in April, and this is a very exciting time to join a vibrant and growing organisation and contribute to making a positive difference in our city. In addition to providing hot and cold food and drinks four days a week (Thursday - Sunday), we want to develop the cafe into a community-focused, city centre resource. This will include holding events (e.g. supper clubs and workshops) and providing a venue to hire out to groups, individuals and organisations looking for an affordable events space or commercial kitchen. Whether it's music, food, comedy, art or fundraising, our mixed use space can host up to 150 standing and has an outdoor pavement license. We want the Magic Hat to represent and celebrate the diversity of the city and so, in addition to having responsibility for running the events that are held in this space, this role will have a critical focus on engaging diverse and under-represented communities.

#### **Key Information**

- Deadline for applications is **midnight Sunday 25th July 2021** – applications received after this date will not be considered.
- Please see the application process below, applications which do not provide the required documents will not be considered.
- Interviews will take place on the **3rd & 4th August 2021**
- We will endeavour to contact all applicants as soon as possible to inform them of the status of their application.
- We are aiming to start the role ASAP, but start dates will be discussed at the interview.
- If you require any further information, please contact [vacancies@themagichatcafe.co.uk](mailto:vacancies@themagichatcafe.co.uk)

#### **Job role**

The Events Manager's responsibilities will include working with the team to organise internal events which compliment our anti-food waste mission, build relationships, create a diverse programme of hire and promote/market the space. You will work alongside the cafe general manager to develop relationships in the city, engage stakeholders and the public and plan and deliver both small and large scale events. The cafe is partially run by volunteers and serves a diverse audience so this role requires a high level of patience, empathy and the ability to communicate well. In order to raise awareness of the extent and absurdity of food waste, we are looking for someone who believes in our core aims and wants to help create an amazing city-centre resource with a focus on sustainability and community.



The role is intended to both raise funds through paid hires and also engage underrepresented communities by a percentage of our hire being free/cost. We hope part of our “pay-as-you-feel” philosophy will also run through all our events and the space can be used to both nurture and develop untapped potential.

**Responsible to: General Manager**

### **Pay and Benefits**

- 14 hours per week, flexible working (at least 4 to be done on a Thursday or Friday with the GM)
- Some evening and weekend hours will be required
- £11/hr
- Employment term: 9 months, including an initial probationary period of 3 months.
- Loads of free food and fun!

### **Terms and conditions**

The rate of pay offered is £11/hr, for work undertaken as indicated in this job description. The post holder is expected to provide reasonable notice to the Magic Hat if they are unavailable to work. Please note that a Disclosure and Barring Service (DBS) Enhanced Disclosure Certificate will be required for the post, but that a clean DBS certificate is not essential for the role - we will consider applicants with a criminal record on a case-by-case basis.

### **Main duties:**

- Plan and manage a range of events held at the Magic Hat Cafe, including a specific calendar of EDI events.
- Work closely with the core cafe team (general manager, chefs, front of house managers), in the planning of events and ensure all team members are kept up to date with bookings and event requirements.
- Develop an event planning framework (including for example, timelines and key milestones, target audience, communications with the client, invoicing, marketing plans and materials, risk evaluation procedures).
- Develop a comprehensive understanding of the local community, analyse customer and community insight and ensure planned interventions effectively meet these needs.
- Ensure that the space is marketed to a diverse range of individuals, organisations and community groups.
- Gather data on the individuals, organisations and community groups who use the space in order to understand whether we are engaging a diverse customer base.



- Ensure maximum income is raised for Bind, through the events held at the Magic Hat.
- Work with the general manager to develop a PR and communications strategy including press and media activity, copy, design, website and brief for all fundraising materials in relation to events ensuring they meet organisational and branding guidelines.
- Complete post-event reports to include cost, income ratios, analysis of promotional methods and recommendations for future activity.
- Work closely with the Bind management team to ensure that the events programme at the Magic Hat is aligned with Bind's overall EDI objectives, strategy and aligned with the core values of the organisations.

**To be amazing in this role, you will need the following attributes/experience...**

**Essential:**

- Track record of delivering events programmes to time, within budget and with clear evidence of achieving set objectives.
- Ability to work under pressure in a calm and efficient manner, and to meet deadlines.
- Great team player - excellent interpersonal skills and ability to communicate effectively with customers, staff and volunteers from a range of demographics, including those with limited English language skills.
- IT skills to a basic level. Familiar with spreadsheets and social media.
- Experience of managing a team

**Desirable:**

- Evidenced involvement in EDI related networks and working groups
- Experience of demonstrating good management and effective events coordination
- Experience of working with volunteers.
- Interest in, and awareness of, food waste in a commercial setting.

**Application Process**

If you are interested in applying, please send the following:

- Covering letter describing your experience of the main duties and how you meet the required and desired experience and attributes (1 page maximum)
- Your latest CV (2 pages maximum)
- Contact details for 2 referees

Please attach the above to an email and send it to [vacancies@themagichatcafe.co.uk](mailto:vacancies@themagichatcafe.co.uk) with an email subject of **"Your Name + Events Manager"**



### Timeline

- The deadline for applications is: **Sunday 25th July 2021** (midnight).
- If you are successful in progressing to the interview stage, you will be notified by **27th July 2021**.
- Interviews will take place on **3rd and 4th August 2021**, and will be carried out in a COVID-safe manner at the cafe in Newcastle City Centre, or remotely via Zoom.
- Start date to be discussed at interview.