



Job Vacancy – Events Duty Manager (Freelance position)

BS3 Community Development is a well-established community anchor organisation in south Bristol - our mission is to improve the health, wellbeing & happiness of the people in the BS3 postcode area of south Bristol.

We're looking for someone to support the delivery of our large events at a time of growth. Our community events are held in our Grade II listed community centre in Southville. You will support a small team of bar and reception staff acting as our building guardian, client liaison and health and safety lead.

This role requires an experienced person to run a series of weddings and other large community parties. Admin support (event planning) and training is provided. This is an on-the-day operations role, contracted for set events throughout the year.

Please send your completed Application to jobs@bs3community.org.uk

HOURS: Variable, weekends and evenings, standard shift 10 hours

RATE OF PAY: £15-18 per hour, depending on experience

We are committed to equality and diversity and are actively seeking people with a wide variety of backgrounds and experiences.

We know that to successfully fulfil our vision (aim) we need a truly diverse workforce that reflects the society we serve.

Let us know if you require any adaptations or further support to apply for this job.

As this role is working in a “regulated activity” according to the Safeguarding Vulnerable Groups Act 2006, the successful applicant will require an Enhanced Disclosure and Barring Certificate (DBS).