

Bookings Coordinator for Partisan Collective

The Role

Job Title	Bookings Coordinator
Location	Partisan Collective, Islington Mill, James Street, Salford
Hours	21 hours per week (flexible, can change as time goes on and/or depending on candidate)
Length of Contract	6 Months (likely to be extended)
Salary	£23,000 p.a. (£13,800 pro rata) (reviewed within 6 months)
Application Deadline	Sunday 5 th March 2023 23:59
Interviews	Wednesday 15 th March 2023
Start Date	ASAP

Job Summary

In this role you will book all types of activity, events and hire for Partisan. You will be responsible for filling and managing our calendar, and helping make sure Partisan continues to have a wide range of activities.

You will be supported by our events team, our board and other coordinators to ensure our bookings reflect our values and the needs of the collective, as well as helping us remain financially sustainable.

About Partisan Collective

Partisan Collective (partisancollective.net) provides an inclusive, accessible, not-for-profit platform and space in Greater Manchester where our members meet, share, learn, create, perform and dance together.

Partisan is a members' led arts and community space and multi-stakeholder cooperative that has over 500 members and a rich history of putting on first rate, inclusive and accessible events. Partisan has been a tenant of Islington Mill for the past two years and is looking forward to moving to a new space in the Mill that would allow us to fulfil our long-held ambition to operate a fully licensed club and live music venue.

We use the profit from the club nights and gigs we run to be able to give free or cheap community space to those who need it. We have regular book clubs, folk clubs, printing clubs and many more, we host organisations such as Queer Family Tea and Just Do The Thing (we have a very strong queer contingent here), as well as one off events with a wide variety of speakers and facilitators, from Ableton Workshops to Book Talks to Theatre Rehearsal and Performance!

Our governing structure mirrors our values and one way in which we're trying to redefine what community spaces and music venues could look like and work. As a members-owned cooperative with more than 500 members, at our General Meetings members help shape our direction and hold the staff and board accountable through scrutiny of accounts and wider questions.

We are a small staff team, operate along cooperative principles and are all paid the same salary. The management of the cooperative is spread across staff, the board and voluntary working teams, with every member having a stake in the organisation and contributing to our strategy and helping shape our working culture.

Equal Opportunities

Partisan Collective strives to operate a policy of equal opportunity and not discriminate against any person. We are committed to ensuring that the diversity of our workforce reflects that of the wider community. We endeavour to support applicants throughout the hiring procedure, and to provide an inclusive, safe and supportive work environment for the successful candidate. Please contact us via jobs@partisancollective.org to let us know what we can do to assist with and accommodate any access requirements you have, or with any questions you'd like to ask about the role and hiring process.

We strongly encourage applications from People of Colour and/or who belong to communities who are underrepresented within Greater Manchester.

We will offer an interview to any disabled applicants (as defined by the government's Equality Act: <https://www.gov.uk/definition-of-disability-under-equality-act-2010>) who meets our minimum requirements for the role (see 'Essential' under Personal Specification). There is a checkbox on our application page for this option. This data will not be stored for the rest of the application process.

We will also make reasonable adjustments to improve access to interviews and job roles wherever possible. If you have any specific questions or concerns, please contact us at any time on jobs@partisancollective.org.

Main Duties and Responsibilities

Manage all bookings for Partisan Collective

- Work with the Events Team book in all activities that happen at Partisan Collective, including regular meeting groups and clubs, gigs, workshops, classes, club nights and other events.
- Work with the Events Team to develop an external / private hire policy and price list for our new club space at Islington Mill.
- Nurture and work collaboratively with the Events Team to support them to book events and develop their skills. Regularly attend Events Team Meetings.

- Work with the Events Team to develop a policy around free use of the club space for members and organisations that need it most.
- Ensure our internal and public facing calendars are kept up to date and have all relevant information listed.
- Work on social media promotions and strategies.
- Work with the Events Team to ensure our bookings reflect our values and have the support of the collective.
- Communicate and meet with the other coordinators on a regular basis to ensure all logistics have been considered for each booking.
- Actively seek out new bookings and connections to develop Partisan's events programme.
- Ensure Partisan's programming is diverse, inclusive and accessible.

In Collaboration with the Community & Membership and Venue Coordinators for Partisan Collective:

- Be responsible for maintaining all Health & Safety protocols and improving safety processes throughout the organisation. Facilitate staff training in these areas.
- Ensure all aspects of our financial administration are well managed, working closely with our accountant and bookkeeper to ensure invoices and expenses are processed, queries answered, and payroll is up to date.
- To facilitate volunteers in making Fundraising applications and supporting Partisan in being fiscally accountable to its members.
- Support the management of Partisan's strategy; collaborating closely with Members, Volunteers and the Board of Directors to help improve organisational systems and processes.
- To be a key holder responsible for opening up and closing down the space, following procedures and ensuring other key holders are fully trained in these procedures.
- To fulfil the company's obligations as outlined in the Premises License, including liaising with Salford City Council as and when necessary and maintaining all relevant records as may be required by the licensing authority for inspection.
- To work closely with the Board of Directors and have an awareness of the particular needs of Partisan as a Cooperative and respect the democratic practices that underpin the organisation.
- To work with the Board of Directors on the recruitment, induction and training of staff. To manage staff rotas and maintain an adequate record of hours for the casual staff payroll.
- Zero tolerance attitude to discrimination and assault; willingness to undergo Good Night Out Training.
- Regularly attend Board meetings and volunteering team meetings on weekday evenings.

- Attend regular 1:1 meetings with a designated Board member to facilitate professional development and pastoral support
- Support with Partisan Social Media, and be open to development of skills. Schedule posts, create copy and liaise with designers to ensure that Communications are consistent and coherent in tone whilst adhering to Partisan guidelines

Personal Specification

Essential	Desirable
<p>Understanding of what a cooperative is and the differing expectations of working in a horizontal, democratic structure.</p> <p>Good understanding of what Partisan is and why it exists</p>	<p>Experience of working in a Cooperative Structure.</p> <p>Experience of working with volunteers, either coordinating or working within a volunteer structure.</p> <p>Able to work in a team and help facilitate others to have an active part in the organisation and running of Partisan.</p> <p>Excellent understanding of what Partisan is and why it exists</p>
<p>An inclusive and non-judgemental approach.</p> <p>Understanding of challenges faced by underrepresented communities in Greater Manchester.</p> <p>Strong sense of social justice.</p> <p>Alignment with Partisan Values and confidence in demonstrating these.</p> <p>Willingness to undergo Good Night Out Training.</p> <p>Capacity to reflect on own actions and behaviours</p>	<p>Experience of creating a safe and inclusive space.</p> <p>Capacity to reflect on own actions and behaviours and willingness to learn and develop</p>
<p>Ability to prioritise competing tasks, strong time management skills.</p> <p>Self-motivated.</p>	<p>Experience of project management or facilitating development of projects</p>
<p>Knowledge of information Governance and security, and implementing this in practice</p>	<p>Experience of Information Governance management and adhering to guidelines.</p> <p>Experience of Data management or using Databases</p>
<p>Good IT skills; knowledge of Microsoft Word and Excel</p>	<p>Knowledge of Wordpress.</p> <p>Knowledge of Slack.</p> <p>Basic knowledge of social media platforms.</p> <p>Strong written skills; confidence in writing social media posts, emails and comms</p>
<p>Experience of organising bookings.</p> <p>Desire to work collaboratively within the Partisan Community to develop the skills of volunteers around booking events</p>	<p>Experience in managing bookings for a cooperative venue or organisation.</p> <p>Experience of booking licensed music and club events</p>

<p>Enthusiastic about music, club events and community activities such as clothes swaps, film screenings, book talks and community wellbeing.</p> <p>Knowledgeable about the Greater Manchester events scene; well connected, and proactive in establishing new connections and relations relating to bookings</p>	<p>Experienced at networking.</p> <p>Experience working within the Greater Manchester events scene</p>
<p>Basic understanding of finances</p>	<p>Experience in developing business plans and financial projections</p>
<p>Willingness to engage with inclusivity and accessibility policies.</p> <p>Understanding of barriers people may face when trying to put on events</p>	<p>Experience of working with inclusivity and accessibility policies.</p> <p>Creative approach to supporting people who face barriers putting on events</p>
<p>Willingness to engage with positive changes in our practices</p> <p>A desire to inspire positive changes in Partisan's policies and practices regarding bookings and use of our spaces</p>	

What We Offer

- A unique opportunity to work for a non-conventional, cooperative organisation that has community at its core. A workplace where your talent will be supported and nurtured so you can get the most out of your job.
- Salary – every staff member at Partisan receives a flat rate of £12.50 p/hr, which is equivalent to around £23,000 per annum (average 35hrs per week), £13,800 pro rata (average 21hrs per week)
- You will play a key role in a values-driven and purposeful team, as we're going through a significant change in our organisation as we move to our new fully-licensed venue. Therefore this will be a flexible role, with freedom to shape your work, evolve your role, and contribute to our strategy.
- You will be able to learn, share, and be supported by team members and the Board of Directors who you will be collaborating with and regularly checking in with.
- 25 days paid leave + bank holidays + Christmas
- Sickness pay is provided
- Option of a pension with NEST - www.nestpensions.org.uk

How To Apply

To apply for this role, please read this job description and person specification and complete the below task descriptions carefully. We don't need a CV or cover letter, just an email to jobs@partisancollective.org with your responses to the two tasks below attached. We will be offering sessions to give more information about the job at the space in Islington Mill on 24th Feb 530 – 7pm and 25th Feb 10:30am-12pm.

Task 1: Introduce yourself

Please send us an audio recording of no more than 3 minutes, OR 600 words of you introducing yourself and why you are interested in this role.

Why we're asking for this:

This task helps us learn a little about you and how you introduce yourself without the pressure of an interview setting. It also helps us to make sure we pronounce your name correctly and use the right pronouns, so please include those if you wish.

Tip

Try to relax, and imagine you're having a conversation on the phone. We're not looking for a perfect recording, but we are hoping to get a sense of who you are and why you'd like to work at Partisan.

Requirements

Audio file no longer than 3 minutes. Please name your file: [YOURNAME]Task1.

OR

Document no more than 600 words. Please name your file [YOURNAME]Task1

Task 2: Your skills, experience and personal qualities

Please tell us how you meet the essential and (if applicable) desirable skills, experience and personal qualities listed above in this job application pack. List each bullet point, and give an example of how you meet the criteria – this could be through paid or unpaid work, volunteering experience or training.

Why we're asking for this:

As we're not asking for cover letters and CVs, we'd like to offer you the chance to tell us about knowledge, skills or experience you have (whether paid or voluntary) that would make this the right job for you.

Tip

We look for transferable skills as well as experience. You may not have had a similar role in the past, but you may have performed similar tasks or have been able to demonstrate the criteria in a different way.

Requirements

Word doc, Google doc or pdf 500-1500 words

-OR-

Audio file 5-10 minutes

Please name your file: "[YOURNAME]Task2"

If you have any problems sending your application or have any accessibility needs, please contact: jobs@partisancollective.org

Contact details

Please send applications to jobs@partisancollective.org before 23:59 on 05/03/2023