

# Job Advert: Duty Manager (Casual Freelance)



## 1. About Brockwell Park Community Greenhouses

Brockwell Park Community Greenhouses (BPCG) is a community garden in the centre of Lambeth's Brockwell Park. The site includes an orchard, a series of demonstration gardens, a walled herb garden, two large greenhouses and the recently built Brockwell Barn.

BPCG has a vibrant and committed community of volunteers who contribute to helping people grow through learning and learn through growing. A small team of five staff run the garden volunteering scheme, school visits, family events, courses and workshops. Visitors, volunteers, and members learn about conserving the environment and wildlife, appreciating nature, and understanding organic gardening and food growing – all within a friendly community atmosphere. We recently finalised a new five-year strategy and volunteer engagement plan that will guide our work and growth in the coming years.

In addition to our activities, we invite the community to hire our site as a venue for any occasion. At weekends, we welcome a wide variety of private events, including birthday parties, wedding celebrations, dinner parties, performances and workshops.

## 2. About the Role

We are looking to expand our team of Casual Duty Managers to assist the Operations and Programme Manager in running private hires during evenings and weekends. The role will include all aspects of operations, cleanliness and health and safety. The Operations and Programme Manager will share dates which require a Duty Manager and assign Duty Managers according to availability.

## 3. Responsibilities and Duties

### General

- Supervise the running of private hires at BPCG.
- Take responsibility for safety and security throughout the site.
- Monitor cleanliness across the site, with regular checks throughout shifts.
- Be responsible for locking and unlocking the site before and after a shift including operation of the Intruder Alarm System (when the Barn is in use).
- Monitor the operation of the site and report any problems to the Operations and Programme Manager.

### Hire Events

- Liaise directly with the Operations and Programme Manager on the preparation and hosting of hires.
- Be the main point of contact and face of BPCG for hirers, their guests and third parties (e.g. deliveries and caterers). Help hirers to set up resources required for events, including furniture and AV equipment.
- Monitor the condition of event spaces and ensure they remain presentable.
- Be responsible for the health, safety and well-being of all visitors.

#### Other

- Any other duties that may be reasonably requested by the Operations and Programme Manager.
- Support and uphold Brockwell Park Community Greenhouses Health and Safety policy.
- Direct the Evacuation Procedure in the event of an emergency.
- Uphold all security protocols including the incident report procedure.
- To manage the site confidently and effectively as the responsible site member on shift.

## 4. Person Specification

#### Essential

- Experience of working in customer service or a front of house environment
- Strong organisational and communication skills
- Physically capable of moving furniture and travelling across Brockwell Park

#### Desirable

- Experience of delivering events
- Experience being responsible for a public space
- Practical awareness of health and safety issues
- First Aid training

## 5. Additional Details

- **Hours:** This role is a casual position with hours worked according to the private hires booked in at BPCG. No minimum monthly hours are guaranteed, but in peak summer months we usually have one or more evening hires per week (4-7 hours), fewer in the colder months.
- **Pay:** £14.80 per hour (London Living Wage)
- **Contract:** Freelance
- **Working Location:** Brockwell Park Community Greenhouses, Brockwell Park, London, SE24 9BN
- **Reporting to:** Operations and Programme Manager
- **Conditions of Work:**
  - Work will be on a casual basis and vary from month to month.
  - Working times will be predominantly evenings and weekends, finishing late, after park closure times.
  - You will be expected to invoice for your hours and be registered as self-employed (be able to provide a Unique Tax Reference).

## 6. How to Apply

To apply please send a CV and short cover letter to Steph (Operations and Programme Manager) on [steph@brockwellgreenhouses.org.uk](mailto:steph@brockwellgreenhouses.org.uk).

Applications will be considered on a rolling basis.

You are welcome to get in touch before applying if you have any questions.

BPCG is committed to celebrating and promoting diversity. We welcome applications from people of all backgrounds and encourage you to apply even if you don't meet every requirement. Please let us know if you need any accommodations to support your application process.

BPCG is committed to safeguarding and promoting the welfare of children and vulnerable adults. This post is subject to an enhanced DBS check.