

**Access:** Please let us know if you require this recruitment pack in another format. And please contact us if there is anything we can do to make the application process more accessible to you. Email Sally: [sally@b-side.org.uk](mailto:sally@b-side.org.uk) if you need any further support.

**Please note over the Festive period we may be slower to respond to emails**

### **Recruitment Pack | bnb-side | Manager**

*A unique opportunity to manage a creative hospitality business. Work with a warm and welcoming team to forge a new venture, which welcomes visitors to Portland and hosts creative, social, and environmental residencies across Dorset.*

This is a new role and a new venture for b-side. The bnb will offer accommodation for tourists visiting our wonderful island as well as artists undertaking creative projects on Portland, and across Dorset.

We welcome applications from individuals or couples with fantastic hospitality experience and who like the idea of being part of b-side's new creative business venture.

If you have any questions on the role or would like a 15-minute introductory call, please email our director: [rocca@b-side.org.uk](mailto:rocca@b-side.org.uk) (please note we may be slower to respond over the Festive period).

**Location:** Fortuneswell, the Isle of Portland, Dorset

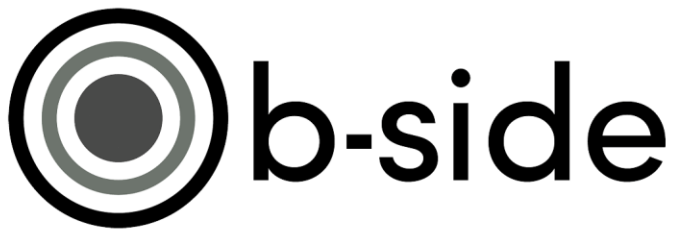
**Contracted Hours:** the role is live in on site at the bnb accommodation (77 Fortuneswell). You'll work 40 hours per week. Irregular hours with early starts and late finishes are common. You will need to work at weekends and bank holidays.

**Salary:** up to £23,000 gross per year, free living accommodation and utilities (estimated at min. £7,800 a year).

### **Benefits:**

- Auto enrolled with Nest Pension at 8% (company contribution 3%, employee 5%).
- 5.6 weeks annual leave per year. Please note dates will need to be agreed in line with bnb bookings.
- Company laptop and contribution to phone calls and data.
- Paid occupational and parental leave.

**Contract Duration:** 2 years with possibility of extension. Starting February 2023.



## Job Ad

### Come and join the team!

b-side is a community driven arts organisation based on the Isle of Portland, Dorset. We are deeply passionate about our unique community and the built and natural landscapes of Portland and Dorset. We commission new art by local and international artists, fostering connections between people and place. Through workshops, walks, and discussions we aim to provide visitors and residents with fresh perspectives and inspirations from our magical home. We produce an annual international contemporary arts festival, where our goal is to turn every visitor into not just a supporter of b-side but a friend of our exceptional place and community.

We currently operate from a shop front project space on the High Street in Fortuneswell (Portland). The 'bnb-side' is directly above this shop, looking out over Chesil Beach, the Jurassic Coast, and Lyme Bay.

### The role

As manager of 'bnb-side', you'll play a pivotal role in the efficient running of the bnb establishment. Your responsibilities will encompass maintaining high standards of hospitality, cleanliness, and maintenance ensuring budget adherence, and promptly addressing any issues that may arise.

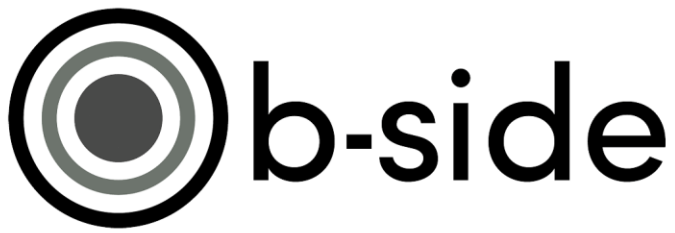
Working closely with the b-side team, you will focus on achieving fiscal success, particularly during the summer and shoulder seasons. Additionally, your role will extend to welcoming artists in residence from near and far during the winter season. There is the opportunity to bring some creative flair to the role.

Your responsibilities will include:

- Efficiently manage the day-to-day operations of 'bnb-side.'
- Uphold and enhance standards of hospitality, cleanliness, and maintenance.
- Control budgets and finances to ensure fiscal success, especially during peak seasons.
- Work with the b-side team to achieve our ambitions of hosting artists in residence.
- Address and resolve issues promptly to maintain a positive guest experience.
- Embracing a flexible schedule, including weekends, bank holidays, and irregular hours.

### The Candidate

You will ideally have previous experience in hospitality management but more importantly be able to demonstrate exceptional organisational and communication skills and a collaborative, problem-solving approach where pro-activity defines your day-to-day approach.



## **The Process**

As well as written applications, we can accept audio and video applications too. If you want to apply for the Manager role via video or audio, please record your video / audio response, save it on YouTube / Vimeo / Google Drive / Dropbox and then add the link to your application email. Audio / video submissions can be up to 7 minutes length maximum.

If you share our passion for community engagement, the arts and hospitality we would love to hear from you. To apply, please submit your application, in your chosen format to [mandy@b-side.org.uk](mailto:mandy@b-side.org.uk). Please ensure your application contains –

- An up-to-date CV (max 2 sides of A4)
- A cover letter – outlining how you would approach the role
- Contact details for two referees

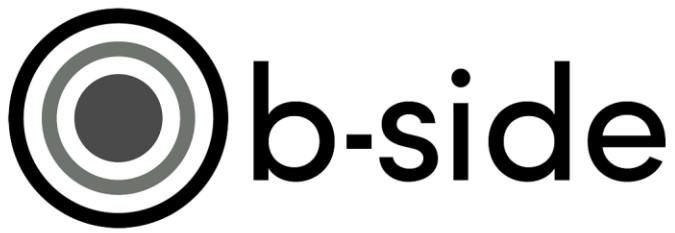
**Apply by:** midnight, 14 January 2024

**Shortlist:** week of 15 Jan 2024.

**Interviews (in person on Portland):** week of 22 Jan 2024.

**Commence:** February or March 2024

**Find out more about us** [www.b-side.org.uk](http://www.b-side.org.uk)



## **bnb-side Manager, Job Description**

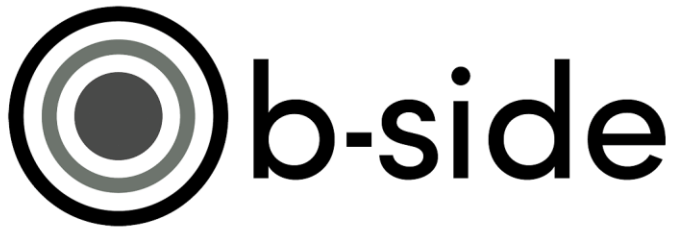
### **Job Summary**

As manager of 'bnb-side', you'll be responsible for the efficient running of the bnb establishment. This includes ensuring standards of hospitality, cleanliness, and maintenance are upheld, budgets are controlled, and any problems quickly rectified. You will work with b-side team to ensure fiscal success during the summer and shoulder seasons and welcome artists in residents from near and far during the winter season.

### **Responsibilities**

As manager, you will:

- Ensure the smooth running of accommodation facilities, including the safety and wellbeing of guests.
- Communicate with b-side's Director and team to coordinate and plan the allocation of accommodation.
- Collaborate with b-side team on a considerate, mixed use of the building for both guests as well as some creative, social, or environmental events and activities.
- Develop and build positive relationships with accommodation guests.
- Control a budget and finances, manage stock levels and order supplies.
- Ensure 'bnb-side' achieves environmental responsibility in all areas of its operation, including but not limited to a commitment to recycling and the application of environmentally friendly cleaning products, and the provision of any catering.
- With support from b-side's Communications and Audience Development lead, market 'bnb-side' to relevant potential guests, both individuals and groups.
- Liaise with relevant external agencies such as catering companies as required. Please note 'bnb-side' is not likely to provide full catering so catering skills are not required for this role although a Level 2 Food Hygiene Certificate is required.
- Communicate the need for repairs and maintenance of the facilities.
- Ensure that hygiene and health and safety regulations are met, carrying out risk assessments as necessary.



- Supervise cleaning team and undertake cleaning work, ensuring highest standards are maintained.
- Work with Director to make sure adequate security for the building is provided.
- Maintain to the highest standard all b-side staff code of conduct, policies, and related procedures.

**You will need to show:**

- Relevant hospitality experience,
- knowledge of hygiene and food preparation, to Level 2,
- knowledge of relevant policies and procedures including health and safety, cleanliness practices, and waste management,
- excellent customer service skills,
- financial planning and budget management skills including use of spreadsheets for bookings,
- the ability to work independently,
- and strong organisational skills.

**Desirable**

- First aid trained,
- DBS checked.

Please note if not already undertaken, first aid training and DBS check will take place if you are selected for the role.



