



## VENUE MANAGER

Part-time, United Kingdom, London

**Department**  
**Operations**

**Employment Type**  
**Part -Time**

**Minimum Experience**  
**Experienced**

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Our operations department is looking for Venue Manager.

We are looking for Venue Manager for our Golders Green location. Responsible specifically for the management of the Hippodrome Venue at Golders Green, including oversight of all policies and procedures for venue use, working alongside Hillsong London staff and volunteers to keep a well maintained, efficient facility.

### Venue Maintenance

- Responsible to ensure well maintained, clean and tidy venue, equipping Hillsong London staff and volunteers to ensure excellent operation.
- Managing all maintenance and repairs of the venue grounds, property, equipment, and facilities.
- Waste disposal Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies
- Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences.

### Planning

- Responsibility to ensure efficient and effective practices for venue management, usage, and space allocation
- Planning and documentation of all systems and procedures for efficient running / use
- Produce and maintain policy and guidelines on operational elements of venue management. E.g. security, cleaning, recycling & larger gatherings. This includes security, capacity, and work safety
- Planning best allocation and utilisation of space and resources for premises

### Event Management

- Management of venue calendar and bookings including responsibility to ensure appropriate personnel on site during events, liaising with event owners

### Experience:

A minimum of 2 years' experience as a Venue or Facilities Manager preferred.

### Skills and Knowledge:

- Ability to multitask and remain calm in stressful situations.
- Sound knowledge of safety measures and risk management strategies.
- Great interpersonal and communication abilities.
- Exceptional organisational and time management skills.
- Strong negotiation skills and leadership abilities.
- IT skills
- A practical, flexible and innovative approach to work.



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### ***Why work for Hillsong Church?***

*We work in a dynamic, growing, Christ-centred environment that is influencing the world.*

*We're always looking for people to join our team! We have a range of exciting employment opportunities spanning various occupations, capabilities, and skill levels. Turn your passion for God into a career that builds the local and global church.*

Employees at Hillsong are offered some great benefits including:

- 28 Days Annual Leave including bank holidays PLUS additional leave for office closure on the days between Christmas and New Year
- Enhanced Company Maternity leave
- Employer Pension Contribution
- Flexible working including hybrid working from home where possible
- Annual staff retreat at offsite location
- In-house learning and development with access to resources via online platform for enhancing personal and professional skills
- Opportunity to apply for financial and leave support for external study programs and qualifications
- Access to Employee Assistance Programs, including health, wellbeing, and other support available. Specialist wellbeing resources and support available.
- Health Intervention program offering opportunity to be referred to professional health services.
- Interest free Season Ticket and Bike2Work loans

**If this sounds like you, we would love for you to apply today!**