

## **Walnut Tree Café and Pathways to Employment Programme Manager**

£26,400 per year, 4 days/30 hours per week (equivalent to £33,000 full-time), one year fixed term contract

Sands End Arts & Community Centre (SEACC), an independent charity (charity no. 1191900), are looking for a highly motivated, enthusiastic, committed and compassionate individual to manage our in-house café, The Walnut Tree Café, and lead our Pathways to Employment programme as part of the café operations.

### **About the Walnut Tree Café**

The Walnut Tree Café is open 7 days a week and serves food and beverages to the local community. Offering both indoor and outdoor seating on the corner of South Park, it is a popular amenity for local people and is the main hub of SEACC.

### **About the Pathways to Employment Programme**

Pathways to Employment is a new programme launching in Spring 2024 and will be a collaboration between SEACC and London Borough of Hammersmith and Fulham (LBHF), with support from Action on Disability. Running for 10 months, the programme will offer training and work experience for two to four Learning Disabled adults within the Walnut Tree Café (SEACC) with a view to employment within the Café or another local employer at the end of the programme. The programme presents a new, innovative approach to funding employment-led activities for candidates with Learning Disabilities

### **The person we are looking for**

This is an exciting opportunity for someone with excellent people skills and at least two years' experience of managing a successful food and beverage outlet.

The role is part-time, with flexible working arrangements available, and offers a unique chance to join a dedicated team that are already running a popular café in a wonderful location, with the ambition of increasing café footfall and revenue and embedding a new training and employment programme into the running of the café.

### **Main areas of responsibility, including but not limited to:**

- Manage the day-to-day Walnut Tree Café operations, including leading a team of Learning Disabled and non-disabled staff and volunteers and organising rotas, training and orders
- Designing and delivering a training programme for two-four Learning Disabled young adults, preparing them for employment in the hospitality industry as part of the operations of the Walnut Tree Café

- Delivery of the overall operational metrics & sales targets of the Walnut Tree Café, with a focus on driving sales and maximising profitability
- To proactively maintain regular engagement with key client contacts in line with client expectations, including LBHF and Action on Disability
- Ensure consistency in customer experience, quality, and compliance measures
- Ensure a safe and supportive learning and working environment for all staff and volunteers
- Successfully managing peak trading periods and having a pro-active approach to upscaling rotas and factoring in weather conditions
- The continuous identification of operational best practice through interaction with the company wide team

**The successful applicant will have the following attributes:**

Essential:

- Clear communication skills
- Experience of working with young adults with Learning Disabilities
- Clean enhanced DBS check (new application or with up to 12 months validity)
- Previous experience of leading a busy food and beverage-based business to high standards
- Track record of creating and delivering training programmes to front-line teams
- Proven experience of managing and developing at least 2 full time staff
- Food Hygiene Level 2

Desirable:

- Located within easy commuting distance of the Centre
- Direct experience of developing programmes for Learning Disabled adults
- Experience of working within a community centre or community café

**Terms and Conditions:**

£26,400 per year, 4 days/30 hours per week (equivalent to £33,000 full-time) with flexible working arrangements considered

Statutory pension and sick pay

25 days holiday per annum plus bank holidays (33 days total)

Probationary period of 3 months (to include a 1 month formal review)

8 week notice period after confirmation in post

**To apply:**

Please send your CV along with a covering letter demonstrating how your experience meets our 'Essential' and 'Desirable' person criteria to [welcome@seacc.uk](mailto:welcome@seacc.uk) and include Cafe Manager in the title of the email

The closing date for applications is 22<sup>nd</sup> January at 10am and late applications will not be accepted. Interviews will take place week commencing 5<sup>th</sup> February at Sands End Arts & Community Centre