

General Manager – Conference and Banqueting

The Honourable Society of the Middle Temple - City of London

Salary £60,000 per annum

Middle Temple is looking for a highly financially literate Food and Beverage professional with a background in quality banqueting for a central London prestigious venue with a turnover of £2m/pa. S/he will restart the venue's events post lockdown and will have the opportunity to redesign the services to offer the best experience for our members, to maximise profitability and maintain quality.

Steeped in history, Middle Temple is one of the four Inns of Court, responsible for the professional qualification of barristers and their continuous professional development. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Middle Temple (the Inn) manages a large property estate comprising historic buildings (such as an Elizabethan Dining Hall and the Temple Church) and professional accommodation for barrister offices. Other facilities of the Inn include meeting rooms, a legal library, an award-winning garden.

Located between the City of London and Westminster and overlooking the river, the Inn provides some of the most imposing event space in London. These unique spaces are available for formal dinners, weddings, meetings, receptions, corporate events, garden parties, and outdoor functions. Middle Temple is also a popular location for filming. For more information about The Middle Temple, please visit www.middletemple.org.uk.

We've been entertaining and welcoming our members and guests for 450 years in our magnificent Great Hall and the sumptuous Bench Apartments in the Temple, Central London. With a daily lunch service, and regular dining events and meetings for members, we supplement our income with weddings and events at times when the facilities are not needed by our members. We've driven up the quality of our offer in recent years, but now need a consummate professional to instil new rigour in budgeting and cost management, ensuring that we can deliver these services in a way which is affordable and represents best value for our members, as well as an excellent experience

Excellent benefits include a pension scheme, private medical and life cover, an annual performance related bonus as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Middle Temple Recruitment at: recruitment@middletemple.org.uk.

The closing date for receipt of applications is Friday 4 December 2020.

Due to the volume of applications received, we cannot contact all unsuccessful applicants in person. If you do not hear from us within four weeks, please assume your application has not been successful on this occasion.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



- Job Title:** General Manager – Conference and Banqueting
- Working For:** The Honourable Society of the Middle Temple
- Location:** Middle Temple, London EC4Y 9AT
- Reports to:** Under Treasurer/Chief Executive
- Direct Reports:** Executive Head Chef and Operations Manager
Executive Diary and Marketing Executive
- Tenure:** Permanent
- Hours:** Full Time. Flexibility in working hours may be required.
- Job Purpose:** To restart the Inn's events post lockdown and redesign the services to offer the best experience for our members, to maximise profitability and maintain quality.

Key tasks:

- To rebuild the small in-house team ensuring they are used to best effect, and able to deliver the needs of the venue (which are both for in-house events and on a commercial basis.)
- To inject new financial discipline into purchasing, accounting for food and staff costs
- Relaunch the C&B offer, tailoring new product packages and prices to ensure full cost recovery and a decent profit margin, and exploring new ways in which to market the offer.
- To manage the venue diary, ensuring the internal needs of the governance, membership and training departments are met and balanced with commercial income generating events.
- To develop relationships with external caterers to deliver events beyond the scope of the in-house team, securing excellent value

Personal Specification

	Essential	Desirable
Qualifications	University/College degree in a related discipline WSET Level 2	
Background/ experience	Previous experience as a General Manager in a Unique Venue of London/4 or 5 star hotels. Or contract catering blue chip B&I site Experience of Sales and marketing and yield management. Track record of managing business improvement and transformation.	



Skills	<p>Strong track record of managing F &B in a comparable venue.</p> <p>Highly analytical, able to deploy a small in-house team to deliver the most efficient, high quality events within strict budget parameters.</p> <p>Leadership and motivation, re-energising and teaching an experienced team to work in new ways.</p> <p>Purchasing and contracting, able to negotiate with external suppliers and develop and implement effective systems for stock control and wastage.</p> <p>Customer focused and committed to delivering excellent service to our members and guests.</p>	
Personal qualities	<p>A passion for service: warm friendly and genuine with the ability to lead, inspire and motivate a team with fairness and empathy, Able to create and implement economically sustainable solutions to the benefit of Middle Temple.</p>	

Important:

This Job Description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.