



**Assistant Manager, Woody's Bar
Licensed Trade Department
Recruitment Pack
April 2026**



Advert

Assistant Manager, Woody's Bar

£27,263 per annum

35 Hours per week – Full Time

34 days' annual leave

Thank you for your interest in the position of Assistant Manager, Woody's Bar, part of Catering Licensed Trade team at Kent Students' Union Trading Ltd (KUTL); KUTL is the commercial arm of Kent Students' Union.

We are a vibrant, student-led organisation with a bright future ahead of us. After a challenging few years, we are going from strength to strength with a renewed focus and energy to amplify the voice of our members and ensure they have a fantastic student experience. Our driving force is our new strategy, which sets out our priorities over the next two years.

Students are the reason Kent Students' Union exists. We are there through their university journey. Our amazing staff and volunteers work towards improving their experience, whether it's helping them with their studies, practicalities of life or to have fun.

We are a strong and successful students' union that delivers a broader range of services than most other UK Students' Unions. We run student opportunities, events and services that are sector-leading and engage thousands of students every year.

The goals in our strategic plan going forward are to be 'student led', 'here for you' and 'a place of opportunities' for our students. We do this by being an expert on and advocate on behalf of students, campaigning and challenging for a positive and inclusive experience for them and empowering them to make the most of the many opportunities available to them.

Kent Students' Union operate a range of services for students at the Canterbury Campus of The University of Kent Retail shops, a Bar, a Café, a Nightclub and a children's nursery.

We are seeking someone who will be responsible for effectively managing Woody's Bar and the spaces within and will have oversight of all operational areas of the bar and events that it holds. Woody's is vibrant and versatile bar situated on the University of Kent's campus - operational 7 days a week noon until midnight. It operates a full kitchen, bar and a coffee offering.

The successful candidate will be responsible for delivering consistency in all aspects of operations and will be tasked with working a combination of daytime, evening and weekend shifts. They will be responsible for staff development and management and will manage a team of student staff. They will be responsible for stock, ordering, quality control and will maximise profitability by increasing sales and controlling costs. They will be responsible for the health and safety of customers and staff, as well as the security of the building and ensure all relevant compliance processes are adhered to and documented. The post holder's principal place of work will be Woody's. However, in the future, it may be

necessary for Kent Student's Union to require you to work in other locations on the University of Kent Campus but you will be trained to do so.

Website

Potential applicants are encouraged to look at the website prior to applying; the website address is www.ksu.co.uk.

Applications

To apply: Please submit your application on our recruitment portal at ksu.co.uk/careers.

Please ensure that you pay particular attention in your application to detailing how your experience meets the requirements of the person specification and why you are interested in the position.

Applications Close: Sunday 19th April 2026

Shortlisting: 20th and 21st April 2026

Further Information and Questions

If you require further information, or for an informal conversation about the role, please get in touch with Johnny Fitzharris, Parkwood Operations Manager on 01227 824221 or J.Fitzharris@kent.ac.uk.

Assistant Manager, Woody's Bar

Department: Licensed Trade

Reports to: Parkwood Operations Manager

Role Purpose: Managing and developing staff to deliver consistently in all aspects of operations, ensuring the highest level of customer service whilst controlling costs and increasing sales.

Duties and Responsibilities

Operational Duties

1. To ensure the health and safety of staff, customers and suppliers, and specifically to undertake regular risk assessments and safety checks in line with the Union's Health and Safety Policy.
2. To be responsible for the Health and Safety and proper maintenance of equipment within the outlet, to the high standard expected by the Union and specific legislation.
3. To develop and maintain strong stakeholder relationships with various University Departments, senior staff, and police, fire and licensing authorities.
4. To create a culture of excellence in customer service, ensuring that customers' expectations are exceeded whenever possible and that the Customer Promises and the Go the Extra Mile scheme is key to our service.
5. To ensure optimum levels of staff are available in order to deliver consistently high levels of customer service.
6. To ensure that the Union's Health, Safety and Well-being Policy and appropriate Health and Safety legislation is adhered to at all times, and to provide leadership in health and safety management for staff and customers.
7. To act as a Assistant Manager and run shifts within the bar and assist with managing kitchen staff.
8. Carry out other duties and activities as reasonable be required to support colleagues in achieving Kent Union's Plan.
9. To be responsible for stock control, accepting deliveries and monitoring stock levels, ensuring wastage is kept to a minimum and stock management systems are adhered to at all times.
10. To be responsible for the security of all resources in the cellar and stores, particularly stock as well as the maintenance of the cellar equipment.

People Responsibilities

1. To effectively communicate with individuals, team and organisational goals to all team members

2. To give regular and constructive feedback, and ask for feedback from the team on how you are leading, managing and developing staff and act on it to improve performance.
3. To undertake performance reviews of direct reports, in line with Kent Students' Union policy.
4. To encourage open feedback and debate from team members.
5. To effectively coach and mentor people to help achieve potential, and lead by example on continuous personal development.
6. To support in the recruitment processes involved in employing new student staff.

Financial Responsibilities

1. To be responsible for the security of all cash resources and to follow all Kent Students' Union's financial procedures.
2. To assist the Parkwood Operations Manager in the overseeing of budget for the Woody's in all its operations, by maximising profit through increasing sales, controlling costs and maximising profit margins.
3. To be accountable for the security and management of all resources including stock and cash, and to follow all Kent Students' Union's financial procedures
4. To ensure all budgets are managed effectively, ensuring full adherence to Kent Students' Union's financial reporting procedures.
5. To be responsible for stock control and stock management of Woody's and ensure all paperwork is completed in accordance with Kent Students' Union's Financial Procedures

Expected Behaviours

1. To attend training sessions, and appropriate meetings as and when required by Kent Students' Union
2. To contribute to the positive image of Kent Students' Union with students,
3. University and the local community
4. To lead by example and demonstrate a full understanding of the organisations
5. democratic structures
6. To undertake other tasks and responsibilities compatible with the level and nature of the post as required by your manager from time to time
7. To ensure systems are in place to reduce Kent Students' Unions' impact on the environment

This job description does not form part of the contract of employment.

What we're looking for

Person Specification				
Essential requirements should be demonstrated before appointment and maintained in post. Desirable elements should be developed and maintained once in post as needed.				
Qualifications	Essential	Desirable	Tested at Interview	Tested at application
Generalist management qualification (e.g. Certificate or Diploma in Management Studies). Health & safety management qualification (e.g. IOSH Certificate in Managing Safety) and First Aid certificate		X		X
Personal licence holder		X	X	X
Experience	Essential	Desirable	Tested at Interview	Tested at application
Experience of managing a team of people and motivating them to provide the highest standards of customer service	X		X	X
Experience in managing a Licensed Trade premises and identifying new trends or initiatives		X	X	X
Have experience in working with a range of IT systems, in particularly EPOS till systems	X		X	X
Have experience in stock management, and can demonstrate understanding of how this can contribute to the financial sustainability of an organisation	X		X	
Knowledge	Essential	Desirable	Tested at Interview	Tested at application

Sound knowledge of how to control costs and maximise profit margins in order to contribute to the financial sustainability of the organisation	X		X	X
A good knowledge of health & safety legislation and best practice in the management of health and safety, with particular regard to operating a licensed premises here	X		X	X
A good knowledge of licensing legislation and how you would enforce the legislation set out in the Licensing Act 2003, through the role.	X		X	X
An awareness of the role of a Students' Union within higher education, and how you could contribute to building a better future for students through this		X	X	X
Skills and Abilities	Essential	Desirable	Tested at Interview	Tested at application
Sound judgement and ability to handle competing priorities and a challenging workload in a pressurised environment	X		X	X
Ability to operate effectively in a complex environment, with the political skills and acumen to develop productive relationships with a range of people	X		X	X
Proficient in IT, especially Microsoft Office	X		X	X
Excellent communication skills, with the ability to relate to and	X		X	X

communicate effectively with people at all levels				
A confident and resourceful manager who can operate in a complex environment and has credibility because of what they do and how they do it	X		X	X
Values & Behaviours	Essential	Desirable	Tested at Interview	Tested at application
Evidence of a personal commitment to continuing professional development	X		X	
A commitment to equality of opportunity; someone who builds a culture of inclusivity and removes barriers to diversity	X		X	X
An effective manager who is determined, robust and resilient enough to cope with the demands of the role	X		X	
A team player, who helps others build a successful team, celebrates others' success and supports others to achieve individual and team goals and a strong commitment to working in a democratic and membership organisation, with the ability to empower and build constructive relationships with elected officers	X		X	

About the role

Summary of terms

- This is a **full-time** position.
- The contracted hours are **35 hours** per week
- This post will be based at The University of Kent, Canterbury Campus.

Salary

The salary for this post is: **£27,263** plus, a Performance Related element based on targets and objectives.

Probationary arrangements

This post is subject to a 6-month probationary period, with 1, 3 and 6-month reviews.

Notice Period

The notice period for this position is: **6 weeks**

Annual Leave Entitlement

The post holder is entitled to 34 days' leave; this is inclusive of 6 'customary' days', normally taken over Christmas, and the 8 statutory leave days for England. (full-time equivalent).

Pension

Staff who are 'eligible jobholders' (subject to the eligibility criteria as determined by the government from time to time) are automatically enrolled into the NEST Pension Scheme. NEST is a workplace pension scheme set up by the government but run independently as a trust. Your contribution to the scheme is 5% of the pensionable salary you receive each month, which is based upon your annual salary, and KUTL's contribution is 3% of this pensionable salary.

Hours of Work

The contracted hours are 35 hours a week, with flexibility over work hours and times.

Work-Life Balance

Kent Students' Union is committed to facilitating a healthy work-life balance.

Equity, Diversity & Inclusion

We have recently implemented our new EDI strategy 2023-28 the Strategy is here to ensure equity and inclusion are a priority for Kent Students' Union. Please see the full document here [Link](#)

Annually we review racial diversity within our workforce and it is a key priority for us to improve racial and ethnic diversity amongst our workforce, and as such we particularly welcome applications from Racially and Ethnically Marginalised Peoples (REMP) and have introduced a REM Priority Interview Scheme.

The Racially and Ethnically Marginalised Peoples (REMP) Priority Interview Scheme

We recognise that applicants from racially and ethnically marginalised backgrounds may have experienced additional barriers when applying for new roles.

Therefore, we are taking positive action to address an under-representation within our organization. If you meet the minimum criteria (at least 80% of the "essential" criteria in the person specification) and are from a REM background, you'll be guaranteed an interview.

If you are a REM applicant and would like to be considered under our guaranteed Interview scheme, you must indicate this by selecting the relevant box on the Diversity Monitoring Form.

If you do not select this box, your application will be considered alongside all other applications. The selection decision at interview will be based on the most suitable candidate, regardless of background or protected characteristic.

Pre-employment checks

All job offers are conditional on the receipt of two satisfactory references.

We are also obliged to check your identity and obtain proof of your right to work in the UK, which you will be asked to provide at interview if you are successfully shortlisted.

Induction and training

All new staff benefit from an induction from the HR Team and their own team, as well as ongoing support and personal development opportunities.