

Request for Expressions of Interest

Food & Beverage Manager (Freelance)

Introduction

Bradford 2025 is the fourth UK City of Culture, and for 12-months we'll be showcasing Bradford's talents and culture to the world, bringing people and communities together to share this once in a lifetime opportunity.

Bradford Culture Company (BCC) operating as Bradford 2025 (the Company) would like to invite expressions of interest from a suitably experienced individual for the role of Food & Beverage Manager to help get us up and running for Bradford 2025 events, with the focus on RISE, the Opening event in January 2025.

The role will work alongside the Production team and focus on developing a varied group of food and beverage traders to provide catering as part of the event delivery across the year.

KEY SKILLSETS

- Contractor & supplier management, including overseeing food & beverage operations on site at RISE
- Excellent negotiation skills to manage vendor contracts and pricing agreements
- Liaison with Production & Event teams with regards on-site facilities and parking positions
- Overseeing and coordinating arrival and departures of traders on site and the point of contact for resolution of issues and queries
- Budget management – experience with budgeting and cost management
- Comprehensive understanding of event legislation and applicable regulations
- Attention to detail to ensure high standards in food quality, presentation, and hygiene
- Thorough understanding of Health & Safety practices to ensure that all relevant and applicable paperwork are in place, in consultation with Bradford 2025's H&S Consultant. Certifications in food safety, hygiene, and alcohol service (where relevant).
- Thorough understanding of sustainable practices within the catering industry and a passion to drive this priority forward

Scope of Works

We are looking for an individual to support the Bradford 2025 team in developing plans for managing the operations of food & beverage traders on site **for events in 2025.**

The successful individual will support Bradford 2025 in establishing a high-quality offering of food & beverage traders to work with across the year of culture, with a primary focus on RISE, the opening event in January 2025.

The scope will include but not be limited to:

1. Develop and implement policies for food & beverage traders to comply with as part of event delivery for 2025
2. Identify and manage relationships with local F&B suppliers offering a variety of menu offerings and managing the contracting and pricing process in line with project budgets
3. Ensure that the F&B offerings align with the event's theme, audience, and cultural significance, providing an authentic and engaging culinary experience
4. Liaise with the Bradford 2025 Programme & Event teams to plan food and beverage layouts, flows, and logistical arrangements to enhance guest experience
5. A commitment to promoting sustainable, ethically sourced and eco-friendly food and beverage practices and ensuring minimal food waste
6. Compliance & Safety – ensure that all F&B activities adhere to health and safety regulations, including food handling, storage, and service.
7. Liaise with local authorities to secure permits and ensure compliance with alcohol licensing laws, if applicable.
8. Monitor vendor performance during the event to ensure quality and customer service standards are met, including collating and responding to feedback from visitors.
9. Ability to quickly troubleshoot and resolve F&B-related issues during high-pressure situations in a calm & efficient manner.
10. Conduct post-event surveys and create evaluation reports and recommendations for future events.

KEY MILESTONES:

- RISE: Bradford 2025's opening event in Bradford's city centre on 10th & 11th January 2025.

Contract Value

This contract value is £200 per day [+ VAT] for approximately 20 days from November 2024 – January 2025.

Payment Schedule to be discussed with contract terms.

Submissions

Applications close at 5pm, 25th October 2024

To apply for this role please send a copy of your CV and a short covering letter of no more than two sides of A4 to production@bradford2025.co.uk.

Criteria

SPECIFIC CRITERIA TO BE SCORED

- Experience of working on a range of events including management of food & beverage operations on site with a clear track record of successful planning and execution.
- Strong background in vendor management, budget control, and team leadership in a fast-paced environment.
- Solid understanding of F&B sustainable sourcing practices, service standards, food waste & surplus management, vendor operations and transportation, policies and practices.
- Experience of good stakeholder and supplier management and liaison with various teams
- Certifications in food safety, hygiene, and alcohol service would be a bonus (where relevant).
- Understanding of Bradford's cultural diversity, with an appreciation for inclusive and culturally responsive F&B offerings
- Strong interpersonal and communication skills to ensure a positive guest experience
- Ability to work flexibly and adjust plans as necessary

GENERAL CRITERIA TO BE SCORED

Providers must meet BCCs core procurement objectives:

- To ensure that procurement activities reflect BCC's approach to transparency, sustainability, value for money and equality, diversity and inclusion.
- To ensure commitment to safeguarding and promoting the welfare of children / young people and adults at risk
- To ensure BCC's commitment to the communities of Bradford is reflected in the procurement process
- Preferably local to Bradford/West Yorkshire, but open to applicants throughout the UK with capacity to travel.
- To ensure BCC's duty to its funders to deliver best value for money
- To ensure compliance with relevant laws and regulations.