

ASSISTANT STORES AND EQUIPMENT MANAGER VACANCY

Liverpool Experience Campus is where extraordinary events and careers come to life. Located on Liverpool's iconic waterfront, our connected campus brings together award winning venues, on-site hotels, Ticket Quarter ticketing agency and a team of talented professionals who are passionate about creating unforgettable experiences. Home to a convention centre, 11,000-capacity arena and multi-hall exhibition centre, we deliver world class conferences, exhibitions, concerts, cultural events and corporate gatherings. We provide seamless event solutions that attract audiences from across the UK and beyond.

Proudly owned by Liverpool City Council, we exist to bring people together through culture, creativity, innovation and shared experiences. Whether you're welcoming guests, delivering events, driving ticket sales or supporting our operations behind the scenes, you'll play a vital role in shaping memorable moments and showcasing one of the UK's most vibrant destinations.

We are currently looking for an Assistant Stores and Equipment Manager to join our team.

Company Benefits

At Liverpool Experience Campus our people are our greatest asset. We take pride in creating a supportive workforce with a range of benefits available to our colleagues, including:

- An enhanced holiday scheme which increases with length of service.
- An excellent pension scheme is available.
- Access to a premium health care policy, which includes an employee assistant line, contributions towards a wide range of medical costs, such as dental and optical and staff discounts.
- Enhanced maternity, paternity and adoption leave schemes.
- An excellent occupational sick pay scheme.
- Free onsite parking right in the heart of the city centre.
- Travel pass scheme.
- Cycle to Work scheme.
- Employee Reward Platform.
- A dedicated wellbeing strategy to support staff when at work.
- 25 Qualified Mental Health First Aiders on site.

At Liverpool Experience Campus, you'll be part of a team that is dedicated to making a real difference. Some of our key achievements and ongoing initiatives include:

- Disability Confident Employer.
- Sunflower Friendly Business.
- Member of the Fair Employment Charter.

- Real Living Wage employer.
- Social value impact plan - last year we contributed over £6.4m.
- Green Meeting's Gold Standard.
- Sustainability Strategy.
- Positively influencing biodiversity - we have 3 on-site beehives.
- Carbon Neutral Campus.
- Accessibility Strategy.
- AccessAble Guide.

About the Role

We're looking for a proactive and organised Assistant Stores & Equipment Manager to help ensure our venues remain safe, compliant, and event-ready always.

This is a varied and hands-on role that sits within our Operations & Venue Management team. You'll take ownership of our stores, equipment, furniture, and operational assets, ensuring everything is maintained, accounted for, and ready to support the delivery of hundreds of events each year.

From managing stock and conducting equipment inspections to supporting venue maintenance and improvement projects, you'll play a key role in keeping our operation running smoothly behind the scenes.

What You'll Be Doing:

- Managing and maintaining venue stores and storage areas.
- Organising stock, furniture, equipment and operational assets.
- Undertaking routine stock takes and maintaining accurate inventory records.
- Conducting inspections and basic maintenance checks on equipment.
- Conducting safety inspections of forklifts, access equipment and operational vehicles.
- Coordinating repairs and servicing with contractors and suppliers.
- Supporting venue presentation through light repairs, painting and general upkeep.
- Assisting with pre-event and post-event venue inspections.
- Working closely with Operations, Facilities, Logistics, Cleaning and Waste teams to maintain a safe, compliant and event-ready environment.

What We're Looking For

You will be someone who enjoys rolling up your sleeves and taking ownership of tasks. You will have a keen eye for detail, be highly organised and take pride in maintaining high standards.

We would love to hear from you if you have:

- Experience working in a stores, facilities, maintenance, warehouse, logistics or operational environment.
- Strong organisational and stock control skills.
- A practical approach to problem solving.
- Good IT skills, including Microsoft Office.

- An understanding of health and safety requirements.
- Excellent communication skills and the ability to work across multiple teams.
- A forklift license (essential).
- First Aid qualification (essential).
- Experience within events, venues or hospitality environments would be advantageous but is not essential.

If you are a hardworking and committed professional ready to contribute to our continued success, we'd love to hear from you.

Join us at Liverpool Experience Campus and be part of something extraordinary.

Please note, we may close this vacancy before the stated closing date if we receive sufficient applications for the position. Therefore, if you are interested in this position, please submit your application form as soon as possible.

Closing Date: 26 September 2026

Interview Date: W/C 05 October 2026

For further information, assistance, or to obtain information, please contact the People team via email at recruitment@lexliverpool.com

Values

At Liverpool Experience Campus, our values shape every moment of how we work together. **One Big Team** means we collaborate, support each other and celebrate shared success. **Take The Initiative** empowers our people to be proactive and confident in making things happen. **All Welcome** reflects our commitment to inclusion, ensuring every colleague and visitor feels respected and valued. And with **Every Moment Matters**, we focus on delivering exceptional experiences - for our city and each other.

Equality, Diversity & Inclusion

We believe our strength lies in the diversity of our people. At Liverpool Experience Campus we're proud to champion equality, inclusion and belonging, creating an environment where every individual feels respected, valued and is encouraged to be themselves.

We strongly encourage and welcome applications from suitably qualified candidates from individuals of all backgrounds and identities regardless of age, disability, gender reassignment, marriage or civil partnership status, race, religion or belief, sex or sexual orientation.