



Job Description Confidential

Events and Wedding Coordinator

| Location | Reports to | Hours | Salary |
|------------------------------|---------------------------------|------------------------|---|
| Bore Place, Chiddingstone | Venue and Marketing Director | 26 - 30 hours per week | £28,000-£30,000 per year (pro-rata) subject to experience |

Mission for the role

Bore Place is a 500-acre organic farm estate in West Kent providing a unique venue with sustainability at its heart. It is home to a charity delivering programmes for young people, public and private events and courses, as well as a home for complementary rural businesses. The mission for the Events & Wedding Coordinator is to deliver excellent services to clients using Bore Place for their event or wedding and to support the revenue growth of the venue.

Expected Outcomes

Deliver an excellent experience for all events and weddings at Bore Place

- Meet or exceed visitor satisfaction targets.
- Ensure events and wedding staff deliver an excellent experience.
- Instill the Bore Place values in all we do.

Meet revenue and growth targets for Weddings and Events

- Work with the Venue and Marketing Director to develop and deliver business plans to achieve growth in visitors, revenue, profit and experiences at Bore Place.

Ensure the safety of events at Bore Place

- Working with the Facilities Manager to ensure that guidelines are met and events are executed safely.

Promote Bore Place and its charitable ethos

- Instill the Bore Place values in all we do.
- Promote the overall mission of Bore Place to visitors.
- Lead ways of ensuring events and weddings minimise environmental impact and are examples of sustainable practice.

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Your role

To lead the sales and delivery of events and weddings at Bore Place:

- selling our venue to existing clients, new leads and wedding couples.
- Explore and execute business development of our corporate audience
- oversee events and weddings from enquiry through to final event/visit, ensuring the site meets the event's needs and expectations and being the final quality control in terms of delivery.

Responsibilities and tasks

- To lead on enquiries about the use of the venue for large events and weddings, including site visits, quotes, contracts, and invoicing ensuring that income targets are met, and costs are managed, ensuring all enquiries are dealt with in a timely way.
- To proactively sell our venue and services to new and existing high value clients, established leads and clients for weddings and large events.
- To identify and develop new revenue streams for the venue.
- To coordinate weddings and large events including preparations before, during and after the event and where applicable lead the event team and be the quality control on expectations of clients ensuring the venue meets these.
- To carry out site visits for prospective and booked clients around the needs of staying guests.
- To prepare event-related documents throughout the events process, i.e. quotations, running orders, suppliers, event function sheets and ensuring all relevant staff members are fully briefed on expectations.
- To manage relationships with our chosen contractors, ensuring that contracts are in place, and requirements met and to ensure good channels of communication are maintained.
- To register and co-ordinate wedding facilities to ensure that legal ceremonies are booked and planned appropriately, and requirements are met to fulfil their execution.
- To ensure all client needs are identified, that the Housekeeping Manager is fully briefed to meet their needs during their stay and that post event review is completed with the client and shared with the team.
- To prepare large events and wedding annual budget forecasts and undertake quarterly financial reviews to ensure profit margins are maximised.
- To oversee invoicing of wedding and event clients to ensure that payment terms are met.
- To train housekeeping staff in the delivery of event service.
- For events catered by Bore Place, working with clients and the kitchen to ensure that all dietary requirements are met, and menus are agreed and place meeting expectations and budget requirements.
- Overseeing the technical aspects of the event spaces.
- To assist with other general venue enquiries where necessary.
- To ensure a safe environment by adhering to health and safety, licensing and other regulations, as well as our own internal guidelines to ensure the safe running of events.

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- To carry out risk assessments for weddings and events and ensure these are up to date and maintained regularly.
- To maintain the weddings page of the internet page by ensuring that quotes are sought from clients and permission to use photography, as well as ensuring that listings on external websites are up to date. A library of photographs should be maintained.
- To take part in meetings and other Trust activities as required.

Person specification

- Experience in events co-ordination and operational delivery of events
- Excellent communication skills with the confidence to liaise with potential clients, organising weddings and corporate events, arranging and coordinating meetings and appointments where required.
- Experience of sales or motivated to succeed in this area.
- Highly organised with excellent attention to detail.
- Solid administration and IT skills
- A team player but also able to work independently and able to make own decisions.
- Flexible in terms of working hours to meet the needs of the clients and guests.
- Problem solver - ability to fulfil operational responsibilities whilst also able to generate new ideas to make improvements.
- High standards with a drive to ensure exceptional satisfaction levels.
- A personal alignment with the ethos of Bore Place.

Our Values

Inspire - Inspiring and learning through experience - We inspire people to look after the Earth, enjoy the living world and become guardians of its future.

Regenerate - Regeneration in action - We seek to be a real-life model of regenerative practice and instill this at the core of everything we do.

Collaborate - Making a Difference Together - People and partnerships are at the heart of our organisation. We acknowledge that to achieve real change we need to work with others. This collaborative approach is key to our success.

Be Inclusive - A fair and inclusive environment - We champion and promote inclusion, equality, and diversity always. We aspire to be an organisation where people feel valued and included equally.

Take Ownership - Personal and collective responsibility - Bore Place belongs to us all. Together we care for the land and provide a well-managed, accessible space, rich in wildlife where our values are central to our actions and choices.

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Benefits of the role and working at Bore Place

- A diverse role within a growing organisation with clear accountability.
- Flexible working arrangements.
- Pension.
- 38 days paid holiday - including bank holidays (pro-rata).
- Coaching and support.
- Opportunity to undertake further learning and training.
- Life insurance, EAP, pension, staff discounts on courses and food.
- A glorious countryside location with free parking onsite

Diversity

Bore Place is committed to promoting a diverse and inclusive workplace where everyone can be themselves and succeed on merit. We strive to ensure that opportunities to work and develop at Bore Place are open to all. We treat all job applications equally, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation, or any other equality characteristic.

Please notify us of any disability at the earliest opportunity should you wish us to make any special arrangements for the application process or, if successful, for the role. We will ensure we make reasonable adjustments wherever we can.

Safeguarding and DBS

The safety and welfare of children and other vulnerable people at Bore Place is extremely important to us and is why we pride ourselves on our Safeguarding procedures. All positions at Bore Place are subject to a Disclosure & Barring Service (DBS) check at the appropriate level.

Right to work in the UK

It is a requirement that any successful applicant has the right to work in the UK and can provide evidence of this. This would be an express term and condition of your employment with us.