

Job title: Wedding & Events Co-Ordinator

Salary: Dependent upon experience

Reporting line: Head of Hospitality

**Line Management:** No direct line reports

**The Role:**

As a Wedding & Events Co-ordinator, you will be responsible for hosting a variety of events across Bayford Group venues, Bowcliffe Hall & The Yorke Arms. You will manage the whole process from the planning stage, right through to running events and post event evaluation, ensuring all events are delivered to our exacting brand standards. You will be responsible for performing tasks to the highest personal standards and will be a positive role model within the Events team.

**Key Responsibilities:**

- Main point of contact for weddings, private events, and corporate bookings.
- Venue showrounds of both venues with potential clients
- Liaise with the operations manager to ensure the smooth delivery of events across both venues.
- Support the operational delivery of events when required across both venues, Bowcliffe Hall & The Yorke Arms.
- Maintain exceptional levels of guest service
- Ensure compliance to brand standards
- Manage potential sales leads and secure guest enquires in a timely and efficient manner
- Work within budgeted guidelines in relation to costs
- Support the delivery of departmental targets and objectives
- Adhere to authorised work patterns
- Adhere to company policies and procedures
- Maximise sales and revenue through event bookings
- Actively participate in mid-year and end of year appraisals
- Attend and contribute to event communication meetings with a focus on continuous improvement
- Assist other departments wherever necessary and maintain good working relationships
- Comply with security, fire and all H&S requirements

**Experience required:**

- Minimum of 1-2 years Event & Wedding experience with the Hospitality/Events industry
- First-hand experience in a Premium/Luxury hospitality environment

**Desirable Skills/attributes:**

- Excellent communication skills
- Excellent time management
- Supportive / Team player
- Positive 'can-do' attitude
- Proactive
- Target driven
- Innovative, prepared to bring new event ideas to the team for our annual membership events

**Qualifications:**

- IT literate, strong working knowledge of Microsoft Packages
- Full Driving License (travelling will be required)