



Job Description

Wedding and Special Events Manager

Job Title	Wedding and Special Events Manager
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	£40,000 per annum
Contract	Permanent, Full-time (37.5 hours)
Holiday	33 days (inclusive of bank holidays)
Reporting to	Head of Operations
Closing date	27 th July 2025 but reviewing on a rolling basis.

About Ufton

Ufton Court is a historic and characterful venue delivering unforgettable weddings and special events. As part of the Ufton Court Educational Trust, our commercial events help fund transformational education programmes for children and young people. By offering exceptional service in a breathtaking setting, we create joyful, meaningful celebrations and help make a difference in young lives at the same time.

We host over 100 weddings a year in our Tudor manor house and tithe barn, alongside community events, private hire events, retreats and seasonal celebrations. Our team is proud of our reputation for warmth, professionalism and attention to detail.

Purpose

The Weddings and Special Events Manager plays a key operational role in ensuring every wedding and special event at Ufton runs smoothly, joyfully and to the highest possible standard.

You will lead on the delivery of weddings and other commercial events, managing our two co-ordinators and ensuring consistently excellent customer service throughout the planning and delivery process. You'll bring calm energy, exceptional organisation and people-first leadership to a fast-paced and rewarding role that blends hospitality, logistics and emotional intelligence.



Core responsibilities

1. Wedding and event delivery

- Ensure every wedding and special event is executed to the highest standard – beautifully run, on time and with attention to every detail
- Act as Event Manager for key weddings and special events, including evening and weekend work
- Oversee event set-up and clear-down, coordinating with suppliers, caterers and venue staff
- Lead on key operational processes such as event risk assessments, licensing, noise management and guest safety
- Ensure all events align with Ufton's policies and values, including safeguarding, inclusion and sustainability

2. Team leadership

- Line manage and support two Weddings Co-ordinators, ensuring consistently high performance and a culture of care, ownership and teamwork
- Deputise for the Head of Weddings and Special Events when needed for weekly team meetings, rota planning and operational debriefs
- Support the professional development of the team through regular 1:1s, feedback and training
- Provide hands-on support and guidance at busy times and in complex situations

3. Client care and communications

- Build strong, trusting relationships with couples and clients from booking to event day
- Support the Head of Weddings and Special Events with complex or high-priority client relationships with calm confidence and creative problem-solving
- Uphold our reputation for kindness, flexibility and professionalism
- Ensure excellent client communications and clear records across all stages of event planning

4. Systems and operations

- Support the Head of Weddings and Special Events with planning, reporting and process improvement



- Monitor feedback and implement learning to continuously improve the client and guest experience
- Maintain accurate digital records of bookings, payments, event logistics and risk management
- Ensure all aspects of the event business are legally compliant, efficient and aligned with Ufton's charitable aims

5. Marketing and promotion

- Support the Head of Operations in developing and delivering a marketing plan to attract new couples and clients
- Contribute ideas and content for Ufton's wedding and events social media channels, website and email communications
- Help maintain accurate, engaging listings across key directories and platforms
- Gather client testimonials, reviews and photography to showcase our offer and strengthen brand reputation

Please note that the responsibilities listed are not exhaustive and this job description may be subject to change as the role evolves over time.

Person Specification

Experience and knowledge

- Proven experience delivering weddings and events in a hospitality, heritage or venue-based setting
- Experience leading or supervising a team in a customer-facing role
- Sound understanding of event logistics, licensing, health and safety, and supplier coordination
- Familiarity with the operational and emotional demands of wedding and event work

Skills and qualities

- Outstanding organisational skills and calm under pressure
- Warm, clear communicator who can build trust with clients, staff and suppliers



- Team player with strong leadership instincts and a hands-on, can-do attitude
- Excellent attention to detail and a commitment to high standards
- Emotionally intelligent and able to hold space for people at pivotal life moments

Working with Children

Safeguarding: All staff at Ufton share responsibility for keeping children safe. As such, you must:

- Follow Ufton's Safeguarding Policy and safer working practices
- Complete relevant safeguarding training
- Maintain clear professional boundaries
- Report any concerns promptly
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This role may involve direct or indirect work with children. A commitment to creating a safe, inclusive culture across the estate is essential.

Conduct around children: All staff are expected to model Ufton's values in their behaviour, treating every child with kindness, respect and fairness as well as challenging or reporting anything that falls short.

Pre-employment checks: All roles at Ufton are subject to:

- An enhanced DBS check
- At least three references, including your most recent employer
- Clarification of any gaps in employment
- Proof of the right to work in the UK

Any concerns will be followed up in line with our safer recruitment procedures.

Values and alignment

- Enthusiastic about creating memorable celebrations that support a wider charitable mission
- Committed to equity and inclusion in all aspects of service and leadership
- Passionate about customer care, teamwork and making things better
- Enjoys working weekends and evenings as part of a dynamic event delivery team
- Partial to a late-night cheese toastie and able to keep smiling until the last guest leaves



We are based in a glorious rural location but that does mean you'll need access to your own transport. Whilst on site you'll have lunch and snacks provided and there is usually homemade cake around.

You must have the right to work in the UK, and it is based fully onsite as we are a place-based organisation.

Join us at Ufton and be part of a team that is dedicated to making a real difference in the lives of children and young people.

To apply, please submit your CV and a cover letter outlining your suitability for the role and how you align with Ufton's values to recruitment@ufton.org.uk.

We will only consider applications that provide a covering letter.

Closing date: 11:59pm 27th July 2025.

We are keen to have someone in place soon so are interviewing candidates on a rolling basis so do apply early.

Ufton is an equal opportunities employer and welcomes applications from all suitably qualified candidates, especially those from underrepresented communities. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Baring Service) check and at least three references.

