



Job Description

Part-time Wedding & Events Coordinator

Job Title	Wedding and Events Coordinator
Location	Ufton Court, Green Lane, Ufton Nervet, Reading, RG7 4HD
Salary	Circa £25,000 per annum (pro-rata for part-time)
Contract	Part-time – 23.5 hrs per week
Holiday	33 days inclusive of bank holiday entitlement (pro rata for part-time)
Reporting To	Head of Weddings and Events
Closing Date	19th November 2023 but reviewing on a rolling basis

About Ufton: At Ufton, we believe that every child deserves a transformative educational experience. Our mission is to provide young people with the opportunity to learn, grow and thrive in a safe and inspiring environment. To assist us in this mission we specialise in magical weddings and exceptional events. We are passionate about turning dreams into reality, and we are looking for a Wedding and Events Coordinator to join our friendly team. As a Wedding and Events Coordinator, you will play a crucial role in making special occasions truly extraordinary. From the start of the journey to the day itself and beyond you will work closely with couples and clients, ensuring that every detail is flawlessly executed. If you have a passion for selling, you are a meticulous planner, have an eye for detail, and the ability to have fun while remaining professional we want to hear from you.

Key Responsibilities:

- Respond promptly to enquiries and leads from potential couples and clients interested in booking the venue for their wedding or event.
- Conduct detailed in-person viewings of the venue, providing detailed information about pricing, suppliers.
- Have an understanding of the work we do as a charity
- Guide couples and clients through the decision-making process, addressing their questions.
- Work alongside the Head of Weddings and Events in maintaining accurate records of couple and client correspondence.
- Build and maintain relationships with our booked couples and event contacts.
- Hold meetings with booked couples and clients in person and online to finalise plans, ensuring that accurate information is recorded.
- Be present on the day of the wedding or event working alongside the caterers to ensure the day runs seamlessly and to the exact requirements of the couple/client.
- Help prepare and be present for our bi-annual wedding fayres
- Understand and be interested in the current wedding market, trends, and local competitors.



The post holder will also:

- Contribute to supporting the overall achievement of Ufton's strategy
- Undertake any additional and ad hoc tasks as required
- Actively contribute in team meetings and other activities as required
- Represent Ufton in a professional manner
- Work within an EDI framework, adhere to all the Charity's policies, procedures and working practices
- To promote, monitor and maintain health, safety and security in the working environment
- Ensure all records are held in compliance with GDPR, The Fundraising Regulator Code of Practice and Ufton policies.

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:

Qualifications and Skills:

- You will have experience in a similar role
- Have outstanding communication and interpersonal skills
- Ability to work independently and as part of a team
- Flexible in your working hours. This role will involve working at weekends, evenings and during school and bank holidays.
- Approach IT with confidence.
- Have experience in and be confident in closing a sale
- Be able to work to deadlines
- Be Creative and proactive
- A team player who can collaborate with colleagues across departments.
- Highly organised with the ability to multitask and prioritise effectively.

Desired Attributes:

- An infectious personality and good sense of humour
- A proactive attitude with the ability to take initiative.
- Flexibility to adapt to evolving responsibilities and priorities.
- Enthusiasm for the mission and values of Ufton Court.
- Partial to a homemade flapjack.



Values Alignment:

You share our values of agility with consistency, playful and professional, acting today for tomorrow, and the belief that curiosity leads to excellence.

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 provided and there is usually homemade cake around.

You must have the right to work in the UK and to be onsite as often as possible as we are a place-based organisation – you'll soon have FOMO anyway.

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. If you're passionate about weddings and events have a strong commitment to our values and want to work in a flexible and supportive environment, we'd love to hear from you.

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 19th November. 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.