

Wedding and Events Coordinator

Falkland Stewardship Trust

£18,000 pro rata

4 days per week for 6 months with possibility of extension

Looking for an immediate start (subject to references)

Reporting to Events and Venue Manager

About Us

Falkland Stewardship Trust is a Scottish charity based on the beautiful landscape of Falkland Estate. We are interested in connecting people to the land and as such carry out a range of training, learning, volunteering and social enterprise opportunities. We look after the woodlands and designed landscape of Falkland Estate, openly welcome walkers and cyclists to the Estate and we care for the various heritage buildings in our care, including the Stables where we are based.

Falkland Stewardship Trust is developing its wedding and events portfolio. It offers a unique venue utilising the designed landscape and historic buildings in a modern and sympathetic way. Without active marketing we are already receiving regular enquiries and know that there is a demand for what we can offer. We are looking to expand the team to allow us to grow our wedding business in way that does not compromise on quality of experience.

The successful candidate will join a small, yet dedicated team passionate about not only delivering on the vision of the bridal party, but exceeding all expectations.

Falkland Estate is based on the outskirts of the conservation village of Falkland. We are located 6 miles from Glenrothes and around an hours travelling from Edinburgh, Stirling and Dundee.

The Role

- Support Events and Venue Manager with wedding enquiries and sales process.
- Deal with ongoing enquiries for existing wedding bookings.
- Assist with the coordination and carry out venue show rounds for prospective weddings.
- Liaise with wedding party and suppliers prior to wedding days.
- Coordination of suppliers and venue preparation on wedding days to ensure smooth running of weddings as required.

- Support Events and Venue Manager with wedding fairs and open days at Falkland Estate and attend wedding exhibitions/marketing events.
- Assist with telephone calls and day to day office administration.
- Support the events team with pre/post event coordination activity liaising with clients, caterers, staff and contractors working on the events.
- Update and maintain online events calendar.
- Support with other areas of the business as required.

The Person

The ideal candidate will have:

- Either at least 2 years experience in a similar role, or be a recent graduate in Events Management.
- Confident communication skills and an easy ability to establish rapport with colleagues.
- Passion for delivering exceptional customer service.
- You must be organised, detail-oriented, outgoing and have the patience to work closely with clients.
- Ability to work flexible hours to suit business needs.
- You must be willing to work weekends and some evenings as the position hours expand and contract according to the client needs.
- Experience in using MS Office package and social media for marketing.
- Driving license and own car required due to the location and working hours for this role.

Interested?

Please send your CV and covering letter to weddings@centreforstewardship.org.uk by Thursday 23rd May. Interview will take place during the week commencing 27th May. Informal enquiries should be directed to either Helen or Kelly who can be contact on 01337 858838 or via weddings@centreforstewardship.org.uk.

Falkland Stewardship Trust, Falkland Estate, Falkland, Fife, KY15 7AF.
www.centreforstewardship.org.uk
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