

Symondsburry Estate – Event and Catering Co-ordinator

About Symondsburry Estate...

...is a stunning farm, village and visitor destination located on the outskirts of Bridport, just one mile from the Jurassic Coast. Symondsburry Estate has an exceptional customer offer through its holiday accommodation, wedding venue, restaurant, visitor centre, home and garden shop, and independent retail and wellbeing outlets. Farming 1500 acres of land and ancient woodlands, our visitors can immerse themselves in this stunning natural environment and landscape. It's a small, vibrant community with big ambitions.

About the Role

We have a superb opportunity for an Event and Catering Co-ordinator to join our team. You will be required to handle a variety of tasks including event enquiries ranging from private functions to weddings, catering opportunities, workshops, holiday accommodation, estate wide events (like our renowned Christmas Market) and other bespoke customer requests.

With a warm, personable nature and a can-do attitude, you will enjoy nurturing customer relationships and helping them create the perfect occasion within the different venues the Estate has to offer, always delivering a professional and personal experience from start to finish.

Having clear communication and excellent planning and organisational skills, you will also be expected to host and be a 'hands on and on the ground' point of contact during some of the events from setup to clean down. This role is full of variety and no two days are ever the same!

Key Responsibilities

- Converting event, wedding and catering leads via email, phone and face to face into sales
- Planning and assisting customers from the initial booking through to the day itself and ensuring they have the best possible experience
- Organising and conducting venue viewings with prospective customers
- Oversight of facilities and management of the premises – ensuring the venues are clean, tidy and presentable at all times
- Assisting with new ideas to promote, grow and improve the events business
- Embodying Symondsburry Estate ethos as a brand ambassador

Skills and Experience

- Previous experience in hospitality and events is essential
- Previous sales experience is desirable
- Exceptional attention to detail and organisational skills
- Strong team player and a good communicator – verbally and written
- Great time management
- Good knowledge of Microsoft 365 packages and reservation systems
- Ability to use your initiative and manage your work schedule
- Willingness to develop and keep up with the demands of a developing business

Evening and weekend work will be required.

Full time or part time hours will be considered.

To join our team, please send your CV and covering letter or other presentation with the subject line 'Application for Event and Catering Co-ordinator' to Amy Day, amyday@symondsburryestate.co.uk

The application closing date is Sunday 28th January 2024.
Please be aware you will not be contacted until the closing date.