



Ufton Wedding Coordinator – part time

Ufton Court Educational Trust is a thriving and innovative children's charity supported by a successful wedding business. We are seeking a Wedding Coordinator to join our established high performing team. You will report to our Weddings and Events Manager.

What is the role?

- You will manage the flow of weddings days meeting customer expectations and be responsible for H&S of all guests on the day
- You will sell weddings to prospective couples at personal meetings, at wedding fairs and show casing events
- You will assist the Weddings and Events Manager with other duties in quieter periods and support charity fundraising events

Who are you?

- You will be an experienced Wedding Coordinator who can manage large weddings
- You will feel confident to sell weddings
- You will be able to create supportive relationships with all our couples
- You will understand the importance of teamwork and have very good IT skills
- **You will be happy to work weekends, during school holidays and on bank holidays**

Salary: £13,520 - £15,900 depending on experience for a 20 hour week, hours worked to meet the needs of the Wedding business

You will be entitled to 5 weeks paid holiday.

Please email Recruitment@Uftoncourt.co.uk with your CV as an application by **Friday 9th April 2021**

Ufton Court Educational Trust operates a strict Safer Recruitment policy and is an Equal Opportunity Employer. All offers of employment are subject to a satisfactory completed enhanced DBS (The Disclosure and Barring Service) check.