

Assistant wedding co-ordinator / Front-of-house

We here at The Priests House, a wedding and events venue based on the site of the Grade-1 listed Barden Tower on the Bolton Abbey estate, are about to have an exciting path out of the COVID-19 pandemic. We have the highest number of weddings and events in our calendar than we have ever had. As such, we are looking for the ideal candidate to help plan and ensure smooth running of our couples 'big days' as well as provide an exceptional service as part of our passionate front-of-house team.

Job Role: Assistant wedding co-ordinator

Reports to: Business owner

Responsible for: Casual team members on the day

Based at: The Priests House, Barden Tower, Bolton Abbey, BD23 6AS

Pay: £20,000 - £22,000 dependent on experience. Bonus wedding pay for weddings where the candidate oversees. Share of tips. Enrolment into the NEST pension scheme.

Perks: Meals provided on shift. 10% friends / family discount for our occasional restaurant services.

Training provided. Opportunity to develop skills and work alongside the owners. 28 days holiday.

Probationary period: 6 months

Notice period after probation: Five weeks

Hours: 40 hours per week.

Key responsibilities:

- assist the business owner in the planning of weddings where needed, including planning meetings with wedding couples in person, virtually or by phone
- assist with the smooth running of our wedding and events by helping supervise staff members and liaising between the kitchen team and front of house.
- help keep the event running punctually.
- be able to oversee wedding and restaurant services where needed
- we need a front-of-house chameleon, our ideal candidate should be able to adapt to where the day/evening needs them whether that is table service, being on the bar or helping with venue preparation
- undertake venue tours with prospective wedding couples
- assist with checking stock-levels of the bar
- other appropriate duties to meet the requirements of the business

Key traits & skills:

We do not necessary feel specific qualifications are required. However, we do feel the best candidate should have strong communication skills, a professional but personable approach and be passionate about providing a service that exceeds our guests' expectations. Candidates should have a proven background in front-of-house in hospitality.

Desirable

- maths & English GCSE
- food hygiene certificate
- personal licence
- first aid qualification
- own transport

Personal Qualities

- fun and lively – enjoys working in hospitality and will thrive in a high performing team
- flexible - the hours for this position include unsociable hours and will not always be the same every week
- well presented
- trustworthy & reliable
- exceptionally organised & methodical
- positive outlook with a good sense of fun
- self-driven and able to plan ahead and critically assess
- works to an extremely high quality; taking pride in excellent client feedback and recognising the value of the whole Team that makes this happen
- excellent communication skills - able to talk to people at a variety of levels both internal to and external of the business
- excited about new experiences and responsibility

Schedule:

- 10 hour shift
- 12 hour shift
- 8 hour shift
- Monday to Friday
- Weekends

We are hands-on owners who have run The Priests House for 16 years. Over that time, we have overseen the restoration of Barden Chapel, have developed a thriving wedding and events business and are excited to expand our team to make more “best days” happen.

If you are interested, and have experience please send an email with your CV and cover letter to

debbie@thepriestshouse.net we would appreciate the chance to discuss further with you.