



## **Event and Accommodation Manager**

Godwick Hall is a wedding & event venue comprising Godwick Great Barn which is a large event venue and Godwick Hall which can be used for smaller events and also provides on-site self-catering accommodation sleeping up to 22 guests (including three shepherds huts). This role involves working with hirers of Godwick Great Barn and Godwick Hall to plan and manage events; these are primarily weddings but events include Wedding Fairs, Christmas Fairs, Open Days etc. The role also has primary responsibility for managing accommodation bookings, availability calendars and platforms, responding to enquiries and utilising social media to promote the accommodation and maximise bookings.

Some evening and weekend working will be a regular feature of this role so flexibility is an essential requirement.

### **Event Planning and Management**

- Conducting viewings of Godwick Hall for small wedding enquiries (Barn viewings are covered by the Barn Manager)
- Planning of weddings at Godwick Barn and Godwick Hall, providing additional guidance and support where required to assist the clients with booking suppliers. This will vary from event to event, from a largely advisory role to a very hands-on role depending on the client and the level of support they require to make the event realistically successful within the operating parameters of the venue. Based on current bookings for 2020 the post-holder will take responsibility for planning and managing approximately 17 events (primarily weddings) with the Barn Manager planning and managing around 28 weddings.
- Lead event organiser for events such as Spring Open Day, The Most Unusual Wedding Fair, Christmas Fair and other events as required. Managing supplier contact and bookings, promotion of the event and suppliers attending, event set-up and management, team de-brief post-event.
- Arranging for the cleaning team to set-up the venue as required for events.
- Being the main point of contact for the client during the set-up day.
- Being the main point of contact for the clients and all suppliers on the day of the event and representative of the venue management.
- Supervising Godwick bar staff and all suppliers for events such as caterers, entertainment, registrars etc.
- Ensuring that health, safety, insurance and licensing regulations are followed, including carrying out regular fire checks and completing fire records.
- Following up post-event to obtain client feedback and reviews.
- Any other reasonable duties as requested.

### **Accommodation Management**

- Maintaining accurately the accommodation spread sheet and all other online booking platforms and diaries ensuring accommodation is blocked on booking and

the information kept up to date for others to reference as required for wedding bookings etc.

- Responding promptly to accommodation enquiries received through booking platforms e.g. Air BnB, Kate & Toms, Love Glamping etc. or directly, looking for opportunities to confirm a booking by use of offers and discounts when appropriate, without adversely impacting revenue generation.
- Releasing availability as appropriate in advance across all platforms if accommodation is not required for wedding couples, to ensure maximum availability for other bookings.
- Marketing accommodation availability through a variety of means, including social media, to maximise bookings and generate additional revenue. This will include devising promotions and offers for the target audience and monitoring effectiveness.
- Organise cleaning and changeovers with cleaning team in the absence of the owner.
- Manage check-ins and check-outs in the absence of the owner.
- Any other reasonable duties as requested.

### **Hours and Pay**

Hours would typically be 28 per week, worked over 5 days. Due to the nature of the role you may work more hours some weeks and in other weeks fewer; however you would be paid the same salary each month throughout the year. The number of hours will be kept under review to ensure they are within your contracted total hours overall. The salary for this post will be between £16,000 to £17,500 (£20,000 - £21,875 F.T.E.) depending on previous experience.

### **Location**

Godwick is in a rural location so you must have a driving licence and access to reliable transport. You will be required to be on site for events and meetings. At other times you will be working remotely off-site and will require reliable internet access. A mobile phone is supplied for business use. The Godwick Team work as a virtual office, communicating using Skype and WhatsApp.

### **Application requirements**

- Previous experience in events planning and management is essential.
- Excellent administrative skills with keen attention to detail for managing accommodation bookings.
- A thorough working knowledge of IT, including Word, Excel, e-mail and the ability to quickly familiarise and work efficiently with online booking platforms and social media.
- Previous marketing experience with evidence of proven results.
- Flexibility, a can-do attitude, politeness, great customer facing skills and calmness under pressure.
- The ability to remain self-motivated when working remotely.

Please apply in writing with your CV and a covering letter to [info@godwickhall.co.uk](mailto:info@godwickhall.co.uk)