



DIY Weddings Coordinator

(part-time one year maternity cover)

The perfect job for people person who loves weddings, admin and organising!

Comrie Croft's vision is for symbiotic, enterprise-driven, eco rural regeneration. A bit of a mouthful, but hopefully inspiring when you get your head around it. Our activities focus on rural eco-tourism and land use including weddings, simple accommodation, camping, mountain biking, a farm shop and associated food growing and café enterprises. Comrie Croft is co-owned by our team, their families and other local people (50 in total). We pride ourselves on providing a friendly, relaxed, green destination for enjoying nature and the great outdoors.

Ellen, our wonderful weddings coordinator, is off to have a baby. So, we are on the look-out for someone with a passion for seeing couples get the best possible start to their married life together. The role involves attracting couples for whom we offer the kind of wedding they dream of and then to lightly support them through the DIY organising stage (for instance providing local supplier contacts), and their wedding itself. Post-wedding feedback gathering is also important. Success can be measured in happy, smiling couples and their guests and growth in Croft weddings.

Essential attributes

- A genuine people person, exuding warmth and helpfulness
- Excellent communication skills (in email, in person and on the phone)
- Ability to work under pressure, multi-task, take on significant responsibility and be a team player
- Relevant experience
- Proactive problem solver who takes the initiative
- Organised, good attention to detail, enjoy admin
- Social media savvy

Useful attributes

- Creative, with broad but relevant tastes
- Other interests or skills which could add to Comrie Croft more broadly
- A love of the great outdoors and values alignment with Comrie Croft's social/environmental mission

What the job involves

- Marketing Comrie Croft as a DIY wedding venue

- Welcoming and taking couples for pre-booking enquiry and post-booking planning tours
- Responding to enquiries in person, by phone, email and on social media
- Building social media community and real life rapport with couples
- Invoicing and ensuring payments are made
- Using our online reservations system
- Ensuring a warm welcome, good information and ongoing hospitality for guests
- Systematic gathering and analysis of customer feedback
- Assisting with reception/shop cover
- Solving problems and doing other things as necessary to achieve your job objectives and to help the Croft as a whole

Working days/hours to be mutually agreed but most likely 24-32 hrs per week and to include one in two weekends. There may be extra hours available, especially at peak times like school holidays. Flexibility will be an added advantage.

Supported by

Our General Managers (Fee and Ciara) and the rest of the team.

What are the benefits?

- Annual salary range £18,200 - £20,000 (pro rata where full-time is a 40 hr week)
- 28 days annual paid leave (pro rata)
- Other perks (such as farm shop and bike shop discounts)
- Optional company pension scheme
- Profit share bonus as per the Comrie Croft Profit Sharing Bonus Policy (10% of net profit divided equally amongst staff (pro rata for p/t staff))
- Working in a beautiful place with a great team!

Application and start

To apply please email (ciara@comriecroft.com) a concise CV and a covering letter that should demonstrate why you really want the job and summarising what you would contribute. The closing date for applications is 26th November 2017.

The position will start as soon as possible to ensure that on-the job training can be provided by Ellen.