



Sustainable Weddings Coordinator

Do you love organising, bringing people together and making the world a wee bit better place?

Comrie Croft is Scotland's award-winning sustainable venue for spending time in nature. A collection of ten nature-based micro-enterprises collaborate to offer good food, outdoor experiences, learning and weddings. The ingredients for a relaxed Croft wedding include our barn, courtyard, farmstead accommodation and beautiful natural setting, together with freedom to do things your own way, and a very friendly coordinator to help along the way! We aspire to be Scotland's leading green wedding venue.

As Weddings at Comrie Croft grow and evolve we are looking for a Sustainable Weddings Coordinator to help develop and communicate Comrie Croft's wedding offering, and to assist couples from first enquiry through to after-wedding-care. Working alongside our existing Sustainable Weddings Coordinator as well as independently, you will help attract couples looking for meaningful, outdoorsy weddings that make a positive impact on the environment and our community. You'll be able to measure your success in terms of happiness (couples and their guests) and the balanced positive impacts of the business – financial, social and environmental.

What the job involves

- Lots of warm and helpful communication with potential and booked couples and their families and suppliers – in-person and through emails, phone calls, and social media.
- Being on hand for wedding days to help make sure everything runs smoothly (we don't organise the weddings but are regularly there to help in any way).
- Attracting couples for whom Comrie Croft is a good fit through social media, publicity, collaboration, word-of-mouth and more.
- Showing off the venue and excellent local suppliers through tours and open day events.
- Wedding administration, including making bookings on our reservations system and invoicing, payments and contracts. To make this as simple as possible we also have a new event management system – Event Temple – waiting in the wings.
- Seeking new opportunities and helping to develop our offering and the underlying systems and processes including sustainability, wedding/marriage balance, look and feel, packages, feedback, etc.
- Problem-solving and doing other things as necessary to achieve your job objectives and to help the Croft as a whole.

Essential attributes

- A genuine people person, exuding warmth and helpfulness.
- Creative communication skills (either writing or photography/video or both).

- Enjoy working under pressure, multi-tasking, taking on responsibility and being a team player.
- Relevant experience.
- Proactive problem solver who takes the initiative.
- Organised, good attention to detail, enjoy admin.
- Social media savvy.
- Your values align with Comrie Croft's nature/community business mission.

Useful attributes

- Graphic design experience.
- Other interests or skills which could add to Comrie Croft more broadly.

Working times

We give and need flexibility. The job will involve 20-32 hrs per week, but being onsite for the actual weddings is essential and as these are often on weekends we ask you to work onsite one weekend in two. The rest of the time a combination of home-working or onsite/office work is possible by agreement.

What are the benefits?

- Above average salary for this role
- 30 days annual paid leave (pro rata)
- Other perks (such as farm shop and bike shop discounts)
- Optional company pension scheme
- Profit share bonus
- Making a difference to couples, their guests and the wider world
- Working in a beautiful place with a great team!

Application and start

To apply please email (andrew@comriecroft.com) a CV and a covering letter/email that should demonstrate why you really want the job and summarising what you would contribute. There is no closing date for applications – when the position is filled, it is filled.

The job will start as soon as possible.