

Job Description and Person Specification

Job title:	Wedding Deputy Manager
Directorate:	TBA
Service:	TBA
Team:	TBA
Post number:	TBA
Salary grade:	F
Work location:	Shaw House, Church Road, Newbury
Reports to:	Commercial Project Manager
Supervises:	Weddings Co-Ordinator / Contractor staff, cleaning and security

Job Purpose

To oversee exclusive wedding events at Shaw House and ensure the smooth running of exclusive wedding bookings.

Main Duties and Responsibilities

- Main point of contact for wedding couple and suppliers on wedding day itself and run up to wedding
- On-site co-ordination of wedding day, making sure all suppliers are doing what's expected and within guidelines of working in the house
- Setting up and coordinating support team in set up of wedding furniture and some decorations either on day before wedding day or more likely on wedding day itself
- Running wedding schedule within timescales as per function sheet
- Creating function sheet schedule and associated supplier paperwork prior to wedding
- Responsible for making sure house is in proper order at the end of wedding event prior to hand over to house team next day
- Instructing and managing wedding coordinator and cleaning contractor on day of weddings
- Meeting with potential couples for viewings of the house and selling weddings for the house
- Dealing with enquiries for weddings at Shaw House, via phone, email and face to face
- Been main point of H&S at house when wedding events are in progress, including fire warden and first aid (all necessary training will be given)
- Been responsible for lock-up and securing the house at the end of the event as per guidelines and training
- Handover to other wedding deputy manager
- Opening up house on day of wedding (split shift so if opening then another wedding deputy manager will close up)
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.

Scope (impact on/control of resources, people, money etc)

- Dealing directly with members of the public upon enquiry to Shaw House Weddings
- Supervision of wedding coordinator, cleaning contractor and security contractor

Person Specification	
Qualifications	Essential/ Desirable
GCSE grade C in English, Maths and ICT or equivalent	E
Events industry qualification	D
Experience	
Experience of working in events / and or wedding industry	D
Experience of consultative selling of meeting / event space	D
Experience of working in heritage building	D
Experience of working with public and providing outstanding customer service	E
Knowledge and understanding	
Sound knowledge of events industry would be an advantage	D
Understanding of sales cycle and been willing to 'sell' the venue on viewings	E
Marketing and social media knowledge would be an advantage	D
Skills and abilities	
Ability to use Outlook, and a web browser to access information	E
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E
Ability to manage staff and suppliers	E
Well-developed influencing and negotiating skills	E
Ability to communicate effectively with a wide range of people, verbally and in writing	E
Creative flair and vision and ability to set room for wedding	E
Work-related personal qualities	
Ability to prioritise and manage a complex workload	E
A friendly and approachable manner with customers	E
Ability to work on own and under pressure	E
Ability to work to tight timescales	E
Strong organizational skills and can do / problem-solving attitude	E
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfill all spoken aspects of the role with confidence in English will be required. Conversing at ease with members	E

of the public (including pupils), providing advice and using any specialist terminology appropriate to the role is essential for the post	
Enhanced DBS check with relevant barred list/s	No
Is this post politically restricted?	No
<p>Must be available to work predominately Friday and Saturdays including evenings.</p> <p>Role will be split between a pool of 2/3 wedding support staff.</p> <p>Must be willing to work any of following shifts:</p> <ul style="list-style-type: none"> • Main – 8:30am – 8:00pm • Morning – 8:30am – 2:30pm • Evening – 7:00pm – 1am <p>Shifts will be alternated and scheduled between the wedding managers on a rota where you generally have at least 2 months' notice.</p>	E