



YORKSHIRE DALES RAILWAY MUSEUM TRUST (HOLDINGS) LIMITED

Bolton Abbey Station, Bolton Abbey, Skipton BD23 6AF

www.embsayboltonabbeyrailway.org.uk

WEDDING & EVENT CO-ORDINATOR

Yorkshire Dales Railway Museum Trust (Holdings) Limited

Post: Wedding & Events Co-ordinator,
Yorkshire Dales Railway Museum Trust (Holdings) Ltd

Primary

Responsibilities: Responsible for coordinating, managing, and executing successful weddings & events.

Reporting to: Commercial Manager, Yorkshire Dales Railway Museum Trust (Holdings) Limited

Hours: 24 hours per week.

There will be a requirement to work 3 days a week, which may include some weekend and Bank Holiday working.

Annual Leave entitlement: 17 days.

Salary: £15k per annum (dependent upon experience).

Start date: Subject to negotiation.

Responsibilities (in addition to the Primary Responsibilities above)

1. Responsible for coordinating, managing, and executing successful weddings & events:
2. You will be required to handle and convert wedding and event enquiries from the initial stages through to the final details. In addition to the accurate communication of client requirements to the relevant departments of the railway prior to the event itself.
3. You will be able to effectively influence the promotion and sales of Weddings and Events at the venue.
4. You will conduct show rounds for weddings and events, ensuring that correct information is given to the appropriate enquiry.
5. You will have to work closely alongside couples, guiding them through the planning process, lending experience and knowledge to devise the wedding day schedule and ensure their requirements and expectations are understood, agreed, and met.
6. Co-ordinate the order of the day ensuring the sequence of events are kept timely, working closely with the Dales Dining team, and operational staff.
7. Liaising with both internal and external suppliers and vendors

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Registered Charity No 1116386 Registered Museum No 60 Company No 1420635

Wedding & Events Co-Ordinator – Performance Requirement & Person Specification

Accountability

The postholder is accountable to the Commercial Manager.

The Trust is committed to safeguarding and promoting the welfare of its staff and visitors. All staff are expected to share this same level of commitment. The role may require the post-holder to be in a position of responsibility with respect to young persons or to vulnerable adults and may, subject to requirements, require an enhanced Criminal Records check.

The role is also entitled to non-safeguarded "Priv Travel" on the national railway network for so long as such concession is granted to us.

Person Specification

	Essential	Desirable
Education / Qualifications/ Attainment	Educated to GCSE standard (or equivalent) in at least English & Mathematics.	First Aid Qualification. Health & Safety Qualification, e.g. IOSH, NEBOSH. Fire Safety Training. Manual Handling.
Special Knowledge or Training	Confident user of Microsoft Office (Word, Excel etc...)	Fareharbor or other ticketing software
Experience	Experience in a similar Wedding and/ or events environment.	Experience of working at other heritage railways or similar organisations.
Specific Skills	Excellent organisational skills, time keeping, and attention to detail. Strong networking and negotiation skills. Proven record in promoting a positive and compliant Health & Safety culture. The ability to think on your feet, use your initiative and problem solve.	N/A
Relationships	Highly motivated. Strong leadership attributes. Effective communicator at all levels. Promote a culture of inclusivity. Be a positive ambassador for the Trust and the Railway. Articulate and enjoy working with people.	

	Essential	Desirable
Personality	Self-driven; conscientious; positive outlook; clearly focused; strong 'people person'; engaging.	N/A
Personal Qualities	<p>Effective communicator, oral and written.</p> <p>Team player, with an ability to engage and motivate others.</p> <p>Ability to build effective working relationships at all levels.</p> <p>Strong and effective interpersonal skills.</p> <p>Attention to detail.</p> <p>Clear and logical thinker.</p> <p>Ability to remain calm and focused under pressure, and to manage conflicting demands.</p> <p>Able to think and act impartially and independently.</p>	N/A
Other	<p>Commitment to flexible working including evenings, weekends, bank holidays, unsocial hours as required by the demands and requirements of the job.</p> <p>Possession of a driving licence.</p> <p>Content with working outdoors in all weathers where necessary.</p>	N/A