**Events Coordinator – Job Description**

The first point of contact for all event enquiries, ensuring a seamless journey from initial interest to confirmed booking. This role manages enquiries, deposits, invoicing, lead follow-up, and arranges 'show rounds' for Event Managers. This role will also require all necessary weekly/monthly checks of fire safety, legionella, first aid and egress/access of the Clubhouse and Greenkeepers Shed. Lastly, this role will liaise with key departments while ensuring the venue operates safely and complies with health and safety regulations.

**Key Responsibilities**

**Events Coordination**

Handle all incoming enquiries for wakes, proms, and private parties through email, website and phone.
Qualify enquiries, prepare proposals, and send quotations.
Collect deposits, issue invoices, and track payments accurately.
Chase leads and follow up on proposals to maximize conversion.
Schedule venue tours and pass confirmed 'show rounds' to the Event Managers.
Prepare and distribute detailed function sheets to chefs, bar staff, and operations.
Liaise with kitchen and bar teams for menu planning and dietary requirements.
Maintain professionalism and sensitivity for wakes and family occasions.
Ensure compliance with capacity limits, fire exits, and accessibility requirements.
Gather post-event feedback and contribute to continuous improvement of packages, processes, and service standards.

**Health & Safety Coordination**

Act as a Fire Marshal: lead evacuations, maintain fire safety documentation, and conduct drills.
Record statutory testing (fire alarms, emergency lighting, PAT testing, water hygiene).
Review risk assessments and collect supplier Public Liability Insurance for large events (dance floors, décor, AV equipment).
Maintain incident logs and ensure corrective actions are completed promptly.

Details:

- 12 Hours per week
- Flexible Working Hours
- Up to £13.25 per hour