



THE KING'S FOUNDATION

JOB DESCRIPTION

Position:	Wedding Co-Ordinator
Reports to:	Hospitality Manager
Salary:	Dependant on Experience
Base:	Dumfries House

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.



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The Role:

We are looking for a hard-working, enthusiastic individual to join our Function and Events team, the candidate will assist in the planning, organising and delivery of the weddings held here at Dumfries House.

Liaising with all departments across Dumfries House to ensure a smooth running of all weddings.

Replying to all wedding enquiries in a timely manner, taking the lead in organising wedding tours of Dumfries House and monitoring Sales and Marketing for events.

The role will include all aspects of the hospitality industry with the successful candidate playing a key role in the supervision of staff. Applicants require experience within the hospitality industry (2 years minimum) and experience at a management or supervisory level would be advantageous.

Key Tasks:

Specific Duties will include:

The role will involve all aspects of the hospitality industry. These include but are not limited to::

- Replying to all correspondence and sending out quotes to prospective clients
- Taking a leading role in the Sale of in house Weddings, taking the Weddings from initial stages right through to delivery.
- Assisting in the preparation of Event sheets, invoices, and recharging.
- Creating all in-house table wear printing- e.g. menus, place cards and table plans.
- Assisting where required in show rounds for both weddings and events.
- Assisting in the organisation of weddings and events.
- Relaying Information to other departments across the house.
- Assisting the delivery team on the day of a wedding.

Person Specification:

The essential skills, knowledge and experience required are:

- We are looking for an enthusiastic and hardworking individual who can work as part of a team as well as working conscientiously on their own.



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- The candidate must be able to interact with customers, experience in a public facing role is advantageous
- Having a strong knowledge of hospitality industry is crucial (min 2 years), previous events or wedding co-ordinating roles would be advantageous.
- A polite manner and being able to work well under pressure in a busy environment

Other:

- The post will be based at Dumfries House Estate, Cumnock, KA18 2NJ.
- Variable hours contract.
- Your working hours will be 37.5hours per week working 5 days over 7, shifts will include weekend work.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Friday 14th February 2025