



Weddings & Venue Hire Coordinator, Re-Form Heritage

Stoke-on-Trent

£24,000

Full-time, Fixed term (12 months)

Introduction

Are you looking to grow your experience in events and venue hire delivery? Would you like to be involved in planning for the future of an internationally significant Heritage site? Re-Form Heritage are recruiting a Weddings & Venue Hire Coordinator to grow our events and venue hire offer. We are a growing charity in the UK's exciting heritage sector, with big ambitions to expand on our existing successes. We revitalize communities through the regeneration of heritage buildings at risk of decay and demolition. The areas in which Re-Form Heritage works are impacted by deprivation, underinvestment, and inadequate infrastructure - places which will benefit most from the regeneration and growth we successfully deliver.

The Weddings & Venue Hire Officer role will support the delivery of Middleport Pottery's weddings and venue hire offer by answering queries on, hosting, and supporting delivery of, weddings and venue hires. The post is currently grant funded and will be line managed by the Events & Venue Hire Manager.

Your core tasks will include:

- Managing initial enquiries through to booking and delivery of venue hires (elevating to the Events & Venue Hire Manager as appropriate).
- Managing initial queries on weddings (elevating to the Weddings Manager as appropriate).
- Ensuring effective management of weddings and venue hire booking data
- Supporting set up for weddings and venue hire
- Delivering and hosting weddings and venue hire bookings alongside the Events & Venue Hire Manager and Weddings Manager
- Communicating with and managing clients, delivering exceptional customer service to meet their expectations
- Other duties as may be appropriate to support Middleport Pottery programmes

JOB INFORMATION

Necessary Skills and Qualifications

- Experience of supporting delivery of events
- Strong public speaking and presentation skills
- Strong organisational skills
- Experience of replying to queries from the general public

Preferred Skills and Qualifications

- Experience of delivering events at a visitor attraction
- Degree in event planning, heritage, or related field (or equivalent experience)
- Knowledge of the heritage sector
- Up-to-date knowledge of the latest trends and best practices in delivering events programmes
- Experience of developing new event offers

Time: Full-time

Salary: £24,000

Duration: 12 months

Location: Middleport Pottery, Stoke-on-Trent

About Re-Form Heritage

Re-Form Heritage is an independent charity which specialises in the restoration and rejuvenation of heritage buildings at risk of decay or demolition. Re-Form Heritage's objective is to transform historic buildings into local assets, creating job opportunities and catalysing wider social and economic benefit. Re-Form Heritage owns and manages Middleport Pottery and Harper Street in Burslem, Stoke-on-Trent. The charity was appointed as the Heritage Development Trust for Stoke in December 2023 and is currently identifying new regeneration opportunities in the city.

Our offices are located at Middleport Pottery in Burslem, Stoke-on-Trent. Office-based staff enjoy the opportunity to work at the Grade II*-listed Middleport Pottery on the banks of the Trent & Mersey Canal, the last continuously operating Victorian pottery factory in Stoke, and one of the most important industrial heritage sites in the west Midlands.

Re-Form Heritage particularly welcomes applications from Black, Asian, other ethnic minority, and disabled candidates, as these are all currently underrepresented on our staff.

For more information about our work and our sites, please visit our website: <https://re-form.org/>

How to Apply

Application is via submission of a cover letter (of no more than two pages) and CV.

Close of applications is **11th October 2024**

Please send applications and any queries to dave.poulsom@re-form.org. Please put 'Re-Form Heritage Events Coordinator' as the subject header of application and query e-mails.