



## **Sustainable Weddings Coordinator**

Part-time

*Do you love event organising, bringing people together and making the world a better place?*

Comrie Croft is Scotland's award-winning sustainable venue bringing people and nature together. A community of ten nature-based micro-enterprises collaborate to offer good food, outdoor experiences, learning and weddings. The ingredients for a relaxed Croft wedding include our barn, courtyard, farmstead accommodation and beautiful natural setting, together with freedom to be creative, and a friendly, helpful coordinator to help along the way.

We now have a vacancy for one of our two Sustainable Weddings Coordinator roles on a one-year contract (maternity cover). Your role would be to assist couples to have the best possible wedding to start their married life together, while also positively impacting our environment and community. From first enquiry to after-wedding-care you will ensure that Comrie Croft Weddings are full of love, low stress, and have added impact.

### ***What the job involves***

- Developing the positive social and environmental impact of weddings and the communication of this
- Lots of warm and helpful communication with potential and booked couples and their families and suppliers – in-person and through emails, phone calls, and social media
- Being on hand for wedding days and evenings to help make sure everything runs smoothly (we don't organise the weddings but are there to help in any way)
- Attracting couples for whom Comrie Croft is a good fit through social media, publicity, collaboration, word-of-mouth and more
- Showing off the venue and excellent local suppliers through tours and open day events
- Wedding administration, including making bookings on our reservations system and invoicing, payments and contracts
- Problem-solving and doing other things as necessary to achieve your job objectives and to help the Croft as a whole

### ***Essential attributes***

- A genuine people person, exuding warmth and helpfulness
- Excellent written and inter-personal communication skills
- Enjoy working under pressure, multi-tasking, taking on responsibility and being a team player
- Relevant event organising experience
- Commitment, passion and knowledge of sustainability issues
- Proactive problem solver who takes the initiative
- Organised, good attention to detail, enjoy admin

- Social media savvy
- Your values align with Comrie Croft's nature/community business mission

### ***Useful attributes***

- Creative communication skills such as copy-writing, photography/video, graphic design, digital marketing
- Other interests or skills which could add to Comrie Croft more broadly

### ***Working times***

The role needs some flexibility. Hours will be in the range 24-32 hrs (3-4 days) per week (by agreement), but being onsite for the actual weddings is essential and as these are often on weekends we ask you to work onsite one weekend in two. On wedding nights a late finish (just after midnight) is part of the role.

### ***What are the benefits?***

- £29,000 per annum (pro rata for p/t)
- 35 days annual paid leave (pro rata for p/t)
- Other perks (such as farm shop and bike shop discounts)
- Optional company pension scheme
- Profit share bonus
- Making a difference to couples, their guests and the wider world
- Working in a beautiful place with a great team!

### ***Application and start***

To apply please email ([andrew@comriecroft.com](mailto:andrew@comriecroft.com)) a CV and a covering letter/email that should demonstrate why you really want the job and summarising what you would contribute. There is currently no closing date for applications.