



<b>Job Title</b>	Events Coordinator
<b>Department</b>	Events
<b>Approximate Department Size</b>	5
<b>Reports to</b>	Events Manager
<b>Direct Reports</b>	NA
<b>Working hours and pattern</b>	40 hours over 5 days, including evenings and weekends as required
<b>Will this role qualify for tronc or bonus?</b>	Tronc

<b>Purpose of this role</b>
To support the Events Manager in planning and delivering a diverse range of group visits, workshops, and estate events that reflect the quality and character of The Newt in Somerset. The Events Coordinator helps ensure each occasion runs smoothly and meets the high expectations of our members and guests. Through strong organisation, collaboration, and attention to detail, the role contributes to The Newt in Somerset's reputation for exceptional experiences and its continued business success.
<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Support the Events Manager in the planning, coordination, and delivery of events across the estate.</li> <li>• Collaborate with multiple departments, suppliers, and partners to ensure smooth execution of each event.</li> <li>• Manage logistics, including scheduling, set-up, supplier liaison, and on-the-day coordination.</li> <li>• Maintain accurate event documentation, budgets, and records.</li> <li>• Assist in developing new event concepts and refining existing experiences for members and guests.</li> <li>• Evaluate event performance and provide feedback for continual improvement.</li> <li>• Ensure compliance with health and safety standards and risk assessment procedures.</li> <li>• Represent the Events Team at site meetings and support estate-wide initiatives as required.</li> </ul>
<b>Characteristics needed for this role</b>
<ul style="list-style-type: none"> <li>• Confident, personable, and guest-focused, with excellent interpersonal skills.</li> <li>• Organised and efficient, with high attention to detail.</li> <li>• Calm and adaptable under pressure in a fast-paced environment.</li> <li>• Collaborative and supportive team player who can also work independently.</li> <li>• Professional, proactive, and dependable.</li> </ul>
<b>Characteristics desired for this role</b>
<ul style="list-style-type: none"> <li>• Creative and enthusiastic about designing memorable events.</li> <li>• Ambitious and eager to grow within a dynamic and evolving business.</li> <li>• Flexible and open to change and new ideas.</li> </ul>



<b>Skills and experience needed for this role</b>
<ul style="list-style-type: none"> <li>• Previous experience in event coordination or management within luxury hospitality or heritage environments.</li> <li>• Strong organisational and project management skills.</li> <li>• Excellent communication skills, both written and verbal.</li> <li>• Competent IT skills, including Microsoft Office applications.</li> <li>• Financial awareness and understanding of event budgets.</li> <li>• Full, clean driving licence.</li> </ul>
<b>Skills and experience desired for this role</b>
<ul style="list-style-type: none"> <li>• Experience with large-scale or public events.</li> <li>• Familiarity with event management or scheduling software.</li> <li>• Experience working with suppliers and contractors.</li> </ul>
<b>Qualifications needed for this role</b>
<ul style="list-style-type: none"> <li>• N/A</li> </ul>
<b>Qualifications desired for this role</b>
<ul style="list-style-type: none"> <li>• Degree or certification in Events Management, Hospitality, or a related field.</li> </ul>
<b>What systems will be used in this role?</b>
<ul style="list-style-type: none"> <li>• Opera – hotel booking system</li> <li>• Acuity – to book all estate and hotel experiences</li> <li>• ResDiary – to book all restaurant reservations</li> <li>• Sage – raising and receipting POs</li> <li>• HubSpot – to manage ongoing enquiries and track revenue</li> <li>• Trello – to assist with project planning</li> </ul>
<b>Department Description</b>
<p>The Events team is at the core of all activity across the estate. It is a team made up of the Events Manager, 3 Event Coordinators, 1 Hotel Events Coordinator, and 1 Education and Children's Activities Coordinator. The team work closely with all departments across the estate from the Gardening teams, Restaurant teams, FOH Hotel teams, Engineering teams, and Creative teams to produce and deliver exceptional events for our members and guests.</p>