



The CoachHouse

Community Enterprise Ltd

(Trading Subsidiary of Ford Park Community Group)

The Coach House,
Ford Park, Ulverston,
Cumbria LA12 7JP
Tel: 01229 580666

Functions Coordinator

Join our friendly and welcoming team working closely alongside our chef/manger, front of house staff and marketing coordinator in the beautiful setting of Ford Park.

This is a wonderful opportunity to work closely with clients to exceed expectations in creating and delivering the event of their dreams.

As well as attracting new business, the post involves the practical delivery of events and functions including the service of food.

Salary: Subject to experience.

Job Description

- Work closely with the Chief Executive and Marketing Coordinator to promote and develop functions at Ford Park and The Coach House.
- Build external networks with those in the weddings and celebrations industry to better promote and develop opportunities at Ford Park.
- Ensure all procedures are in place for the smooth booking and delivery of events in The Coach House
- Oversee events from start to finish including conferences, parties and weddings.
- Build positive relationships with clients setting up, hosting initial meetings, and maintaining excellent communication from initial enquiry to post function delivery.
- Organise and plan event according to clients' needs
- Finalise costing of the event
- Coordinate and deliver service of food
- Deliver functions based staff training
- Plan the room set up including table plans
- Supervise the smooth running of the event, supervising staff working the event and liaising closely with the chef/manger to ensure seamless operation

About Functions at Ford Park: The Coach House Café opened in April 2012, as the trading subsidiary of Ford Park Community Group, income and profits generated by the Coach House are vital to the sustainability of this community project.

The Coach House became a licenced wedding venue in 2014 and is a popular location for celebrations such as baby naming and christening ceremonies, wedding anniversaries birthday parties and celebrations of life.

Renowned for the quality of its food, throughout the year the Coach House hosts a number of specialist dining experiences, promoting quality local ingredients and suppliers with as much as possible being grown in our kitchen garden.

Closing date for applications: Noon Friday 11th August

Please apply by letter explaining in detail why you suitable for the post with an accompanying CV to:

Steven Hartley Chef/Manager, The Coach House, Ford Park, Ulverston, LA12 7JP, chef@ford-park.org.uk