



EVENTS MANAGER / EVENTS COORDINATOR

Are you meticulously organised, have a high attention to detail, love working with people and are passionate about the delivery of events and hospitality? If so, we would love to hear from you! Join our team as a full time Events Manager or Events Coordinator, and be an integral part of our vibrant and growing family-run business.

We are currently looking for either an experienced Events Manager to join our team and deliver weddings from summer 2026 onwards, or an Events Coordinator who will join us in a developmental role for the 2026 wedding season, with opportunities to promote within the business in the future.

This is a varied and dynamic role, well suited to someone with a passion for detail and organisation, strong communication and interpersonal skills, and a high level of initiative. Managerial experience in the events industry, or with transferable skills from elsewhere is highly desirable.

As an events manager you will be responsible for the preparation for and delivery of weddings and other events held at The Ridgeway Barns, maintaining our high standards and exceptional customer service. You will liaise with clients to discuss their plans, providing planning advice and recommendations to suit their aspirations, coordinate details with their suppliers, then provide day-of-the-event coordination to ensure their wedding or event runs smoothly from start to finish, with an attention to detail that is second-to-none. You will also be responsible for the delivery of corporate events, private parties, and any other events booked at the venue.

The key difference between an events coordinator and an events manager is the level of responsibility held. An events coordinator would be expected to work in support of and under the supervision of event managers and the bar manager.

In addition to events management/events coordination, you will take a lead role in the sales of weddings and other events, from enquiries management to viewings and client onboarding.

The role may include some bar management, particularly for a candidate starting as an events coordinator. Training will be given as required.

The role includes substantial physical work, including the set up for and close down of events, moving furniture and bar stock. By its nature, the role includes significant weekend work, up to 400 hours spread over up to 34 weekends per year, but typically planned at least 6 months in advance and with flexible working opportunities at other times.

Evidence of managerial and organisational experience is essential, with experience in the hospitality sector highly desirable. Written and communication skills are pivotal to the role. Candidates must have a high level of computer literacy, including Microsoft Outlook, Word, Excel and PowerPoint.

In addition to your pay and statutory benefits (including 28 days of annual leave per year), you will benefit from working in a welcoming team in this idyllic location, in the heart of the North Wessex Downs.

Location ~ The Ridgeway Barns, SN4 0EB. Free parking available on site.

Pay ~ Events Coordinator £25,000 - £28,000

~ Events Manager £30,000 - £34,000

Pay offered will be based on your hours, skills and experience.

Hours ~ This position is full time, based on a 5-day, 37.5 - 40-hour working week. A shorter (4-day/30-32 hour) working week would be considered. Up to 50% of this will be at evenings and weekends, with some opportunity for flexible working.

Term ~ 3-month probationary period, leading to a permanent contract.

Start date ~ May 2026.



EVENTS MANAGER

Applications. Candidates are invited to submit applications by completing this form and submitting to louisa@theridgewaybarns.co.uk, along with your CV. Applications should be submitted by 20th March 2026. Shortlisted candidates will then be invited for interview in April 2026.

If you have any questions regarding your application, please contact louisa@theridgewaybarns.co.uk

APPLICANT DETAILS

Title		Gender	
Full Name			
NI Number		Date of Birth	
Address			
Telephone Number			
E-mail			

TELL US ABOUT WHY YOU WANT THIS JOB!

What makes you the best candidate to be an Events Manager/Coordinator at The Ridgeway Barns? Please tell us a little bit more about your skills, your passions, your character and your experience, and why you want to become a member of The Ridgeway Barns team.

PERSONAL AND PROFESSIONAL BACKGROUND

Please provide a summary of your key educational achievements.

Please provide a summary of your relevant professional experience and achievements.

What do you consider to be your key skills?

Please tell us a bit about your leisure interests, and how skills you have developed in your spare time will help you be effective in your work.

Thank you for taking the time to complete this form. Please submit it, along with your CV, to
louisa@theridgewaybarns.co.uk