



Job Description – Gravetye Manor Hotel and Restaurant

**Title:** Events & Marketing Co-ordinator - Full-time

**Reports to:** Celine Leslie, Sales & Marketing Manager

**Based at:** Gravetye Manor, Vowels Lane, Nr East Grinstead, RH19 4LJ

**Job purpose:**

This role has a dual purpose. First and foremost it is to plan and co-ordinate events at Gravetye Manor to the service standards expected of a luxury hotel, including private dining, corporate events/meetings, weddings and garden tours. Secondly, it is to assist with promotional and marketing activity in line with the Sales & Marketing strategy of the hotel.

**Key responsibilities and accountabilities:**

**Events**

1. Plan and co-ordinate all event bookings taken, ensuring effective verbal and written communication with clients at all times.
2. Prepare all documentation relevant to events such as function sheets, menus, place cards and table plans as required.
3. Respond to and follow up sales enquiries using appropriate methods.
4. Carry out show rounds of the venue at times suitable to clients (including week-ends) with the view to achieving bookings.
5. Undertake all administrative duties necessary in processing, invoicing and filing bookings according to systems and requirements.
6. Liaise and communicate with internal staff as well as external suppliers as necessary to ensure efficient co-ordination of events (chefs/front of house staff/ /musicians/florists etc)

**Marketing**

7. Liaise with the Sales & Marketing Manager with regards to specific marketing or promotional projects
8. Have primary responsibility for executing the social media strategy
9. Plan and co-ordinate individual marketing activity on an ad-hoc basis to include: press or travel agent fam trips, PR initiatives, sales activity such as exhibitions/shows
10. Manage all databases of prospective clients
11. Assist with the promotion of special events and other special promotions taking place
12. Ensure hotel web-site is up-to-date as well as any other online listings featuring the hotel
13. Undertake any other reasonable duties as required by the Sales & Marketing Manager

To be considered for the role of Events & Marketing Co-ordinator at Gravetye Manor, please send a copy of your CV and a cover letter to [celine@gravetyemanor.co.uk](mailto:celine@gravetyemanor.co.uk) or use our online application form.

Thank you for considering Gravetye Manor as your next career step and we very much look forward to welcoming you to our team.