



## **JOB DESCRIPTION**

<b>Position:</b>	Events Co-Ordinator
<b>Reports to:</b>	Events Manager
<b>Salary:</b>	£26,000 per annum
<b>Location:</b>	Dumfries House, Cumnock, KA18 2NJ

### **The King's Foundation**

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

### **The Role:**

We are looking for a hard-working, enthusiastic individual to join our Function and Events team, the candidate will assist in the planning and organising of the various events held at Dumfries House including:



- Weddings
- Conferences
- Coach Parties
- Private Dining
- Corporate Events

The successful candidate will require experience in marketing and selling of events. As well as organising events and working with the event organisers.

### **Key Tasks**

Specific Duties will include:

- Oversee the DH events email inbox.
- Reply to all correspondence and send out quotes to prospective clients.
- Take a leading role in the Sales of in house events, taking the events from initial stages right through to delivery.
- Assist in the preparation of Event sheets, invoices, and recharging.
- Create all in-house table wear printing- e.g. menus, place cards and table plans.
- Assist when required in show rounds for both weddings and events.
- Assist in the organisation of weddings and events.
- Relay Information to other departments across the house.

### **Person Specification**

**The essential skills, knowledge and experience required are:**

- Attention to Detail.
- Good IT skills, including Microsoft Office in particular, Excel and Word.
- Good Phone Etiquette.
- Be able to work using own Initiative.
- Work well within a team.
- Have the ability to deliver events as and when required, particularly large corporate events.
- Driven and able to hit targets.



**Other:**

- The post will be based at Dumfries House, Cumnock, KA18 2NJ with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week, 5 days over 7.
- You must have the legal right to work in the UK.

**Applications:** Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - [hr.recruitment@kings-foundation.org](mailto:hr.recruitment@kings-foundation.org) and request an application form.

**Closing date for applications: Tuesday 8<sup>th</sup> of April 2025**