

MANOR HOUSE

LINDLEY

Assistant Wedding & Events Manager

Join Our House

Come to work somewhere you'll be proud to be part of.

Manor House Lindley is an independent, award-winning hotel with a team that loves what they do. We work hard, have fun along the way and give great people the opportunity to grow with us. This could be the start of something brilliant.

Salary: Up to £32,000 per annum
FULL TIME

As the Assistant Wedding and Events Operations Manager you will:

- Take responsibility for the operational running of allocated weddings and events, acting as the senior operational lead on the day when required.
- Motivate, coach and support team members, setting clear expectations and helping each individual reach their full potential.
- Lead by example in providing outstanding, personalised service, ensuring every couple, and guest receives a seamless and memorable experience.
- Support the smooth operational delivery of weddings and events, ensuring service standards, event requirements and timings are consistently met.
- Conduct pre-event briefings covering running orders, service expectations, team responsibilities and any special requirements, ensuring everyone is confident and prepared.
- Liaise with suppliers, couples and internal teams to ensure all operational details are coordinated and each event runs smoothly.
- Think on your feet, respond positively to unexpected challenges and take ownership of resolving issues to minimise disruption to the guest experience.
- Identify opportunities to improve our wedding and events offering, challenge existing ways of working and contribute fresh ideas to help us achieve our ambitions.
- Work closely with the Wedding and Events Operations Manager to achieve departmental objectives, monitor KPIs and drive operational excellence.
- Ensure team training is completed, recorded and signed off appropriately, supporting consistent performance across the department.

- Keep departmental standard operating procedures (SOPs) up to date and communicate any new or amended practices to the Wedding and Events Operations Manager.
- Ensure event spaces, service areas and equipment are prepared to the required standard, maintaining a safe, organised and professional environment.

About You:

- You have at least one year's experience supporting the operational delivery of weddings and events, ideally within a hospitality environment.
- You have experience working in a busy bar or food and beverage operation and understand the importance of efficient, well-coordinated service.
- You are a confident communicator who can motivate a team, build positive working relationships and lead by example.
- You are highly organised, proactive and able to manage competing priorities in a fast-paced environment.
- You have the confidence to make decisions, think on your feet and find practical solutions when challenges arise.
- You are passionate about hospitality and committed to going above and beyond to create exceptional, memorable experiences for our guests.
- You are enthusiastic about developing yourself and others, always looking for opportunities to learn, improve and raise standards.
- You understand that weddings and events often require flexibility, including evening and weekend working.

More Than Just a Job

Great hospitality should be a great place to work too.

There's a real energy to life at Manor House. We work hard and expect a lot of ourselves, but we have fun doing it.

When Manor House succeeds, our people share in that success through staff tips and bonuses. Add paid breaks, meals on shift, free parking and some memorable staff parties, and there's plenty to enjoy along the way!