



# The Green Estate Community Interest Company

Wedding & Venue Support



March 2024

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(Fixed term for 9 months, 0.4 FTE)

## Job Information Pack



## WELCOME TO THE GREEN ESTATE CIC

Welcome to The Green Estate Community Interest Company. Humanity faces unprecedented social, economic and environmental uncertainty and there are communities with less power, resources and choice to adapt and respond to these challenges.

Over 20 years, The Green Estate has been working hard to grow engaging, adaptive and resilient urban places. We have unlocked the potential of physical and social assets and developed beautiful and sustainable landscapes for the benefit of our local community and beyond. We have worked hard with our partners to develop innovative products and services including our radiant and resilient Pictorial Meadows Seed Mixes and Turf sold across the UK and EU.

Our landscape and facilities are stunning, our team and board are talented, skilled and dedicated and we have fantastic partnerships and wide reaching networks. With the royal seal of approval through the prestigious King's Award for Enterprise in Sustainable Development we are poised and ready to take a bold leap of faith and grow our impact, influence and income.

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## The Green Estate Community Interest Company



### About the Green Estate

The Green Estate is a community interest company with a mission of growing engaging, adaptive, and resilient urban places. It was originally set up in the late 90's as a heritage and environment project to regenerate urban parkland that had become wasteland. It now employs circa 70 people, has 40+ volunteers, manages 42 hectares of parkland, hosts 20 onsite community enterprises and has a £3m+ turnover delivering a range of products and services from hosting weddings in Sheffield to premium Pictorial Meadow turf in Holland.

### The Green Estate Strategy on a Page



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## The Team

Our team is dedicated and competent with a diverse set of skills and backgrounds. People join the team because they want to become part of The Green Estate community and make a positive impact on the world. We are social and we are entrepreneurial.

We have three directorates:

Thriving Organisation: Providing core services, e.g. Finance, Marketing, Risk Management, Caretaking, Administration, Cleaning, HR and Customer Experience

Place Stewardship: Stewarding our place and assets including parks and green open spaces management, provision of a heritage and environmental visitor experience, development of growing communities and delivery of events, hospitality, weddings and corporate experiences.

Commercial Landscape: Developing and delivering innovative resilience landscaping services and products including 'Pictorial Meadow' seeds and turf, specialist soils, green waste recycling and meadows and resilience consultancy (green roofs, sustainable drainage systems, rain gardens etc).

and a future looking programme:

Urban Green Futures: Developing our physical and digital space and network as a centre of excellence for building adaptive and resilient urban places, businesses and communities.



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## The Job

JOB TITLE: Wedding and Venue Support  
(Fixed term until 31<sup>st</sup> December, 0.4 FTE)

RESPONSIBLE TO: Wedding & Hospitality Coordinator

RESPONSIBLE FOR: Hospitality Delivery

### OVERALL PURPOSE OF JOB:

The Green Estate is a community interest company whose purpose is to grow engaging, adaptive and resilient urban places. We are one of only 15 organisations who the King selected for the prestigious King's Award for Enterprise in Sustainable Development.

As part of our friendly hospitality team, you will support weddings and venue hire, helping ensure our couples and clients have a fantastic experience. You will be a key part of delivering across all our audiences, whether fun and exciting weddings or professional, corporate events. With a love of working with people, an eye for detail and confident manner you'll be a crucial member of our events team.

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## MAIN RESPONSIBILITIES

- Support on the delivery of weddings and venue hire on site, including room set up.
  - Serve customers on the bar, including for cocktails.
  - Meet and greet clients and customers ensuring that they are provided with all on-the-day support service as booked, including appropriate guidance and information, AV equipment, refreshments, and room set-up
  - Assist in the management of all our venues used for public-facing activity, maintain the standard of presentation required, troubleshoot, and report any issues to ensure the site and venues are at their best for each event
  - Follow secure practices and procedures for using the till and stock taking
  - Receive and check deliveries of all refreshments, bar stock and merchandise for Visitor Services and store/secure, undertake stock rotations and deal with out-of-date stock appropriately
  - Act as emergency contact on each event day, including acting as first aider
  - Ensure that all work is undertaken in accordance with company policies, practices, and procedures
  - Undertake any other duties, as requested by your line manager, commensurate with the level responsibility of the job and the aims of Green Estate CIC
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## PERSON SPECIFICATION

### ESSENTIAL

- Must be able to work Fridays and Saturdays.
- Experience of providing excellent customer service in a public facing role
- Experience of and enthusiasm in delivering to a range of audiences
- Excellent face to face communication skills
- A meticulous attention to detail
- Excellent organisational skills
- Good time management
- A personable, approachable, professional, and confident manner
- Able to use initiative and work proactively to problem solve in the moment
- Able to deal with the physical demands of room set-up and dealing with deliveries

### DESIRABLE

- Experience of venue hire, wedding delivery or bar work
- Experience of dealing with suppliers, orders, and deliveries
- Experience of using IT/AV hardware such as projectors and PAs

### VALUES AND BEHAVIOURS

All staff, regardless of their role, are expected to contribute to making Green Estate a truly great place to work by adhering to our values and helping to fulfil our vision, mission, and purpose.

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## JOB SPECIFICATION

**SALARY:** Payable salary £8,923.20 based on FTE of £22,308.00

**PENSION:** We offer entry to the company's stakeholder pension scheme based on the auto-enrolment scheme.

**WORKING HOURS:** Fridays and Saturdays, 7.5 hours per day between 08:00 and 18:00 time hours. There will be opportunities for overtime and time off in lieu (toil) systems are in place.

**LOCATION:** 389 Manor Lane, Sheffield, S2 1UL.

**PROBATIONARY PERIOD:** All new employees are required to undertake a period of probation for 6 months, in which they are expected to establish their suitability for the post

**ANNUAL LEAVE:** 31 days per annum pro rata (this includes all bank holidays)

**DBS DISCLOSURE:** Not applicable for this role.

**EQUAL OPPORTUNITIES:** The Green Estate CIC is an equal opportunities employer and selection of applicants is based on merit. Our company policy document is available on demand.

### ADDITIONAL BENEFITS IN WORKING FOR THE GREEN ESTATE CIC

The Green Estate CIC provides a beautiful location, free car parking, company sick pay and annual social events.

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# The Green Estate Community Interest Company

Company number **04801730**

Address: Manor Oaks Farm House, 389 Manor Lane, Sheffield, S21UL

Tel: 0114 2762828

Email: [recruitment@greenestate.org](mailto:recruitment@greenestate.org) or for general info [info@greenestate.org](mailto:info@greenestate.org)

Websites: [www.greenestate.org](http://www.greenestate.org) [www.pictorialmeadows.co.uk](http://www.pictorialmeadows.co.uk)

Social Media: [Twitter](#) [Instagram](#) [Linkedin](#)

