



**WEDDINGS & VENUE HIRE
ASSISTANT MANAGER
RECRUITMENT PACK**

ABOUT US

A year-round visitor attraction in the heart of Bedfordshire, Old Warden aerodrome is one of the only remaining grass airfields in the country. The visitor attraction is made up of the Collection, Swiss Garden, Shuttleworth House, and extensive surrounding Parkland. It also boasts an on-site café.

As well as daily visitation, Shuttleworth offers regular events, including a summer air show season that welcomes around 29,000 visitors each year, family and commercial events, private hire opportunities and weddings.

As an educational charity, we are proud to offer a range of learning opportunities to schools and colleges. Our engineering apprenticeship programme has led to many of our in-house engineering team working with us for many years.

The Collection

Honouring the legacy of our patron, Richard Ormonde Shuttleworth, The Shuttleworth Collection is a treasure trove of airworthy vintage aircraft from 1909-1950, agricultural and steam exhibits, veteran vehicles, classic motorcycles, bicycles, carriages, and buses.

Swiss Garden

Beautifully restored, this RHS partner garden is a unique example of a Regency Garden in the 'Alpine' style.

Shuttleworth House

Shuttleworth House hosts a range of events throughout the year, as well as being a hugely popular wedding venue. There are various spaces available for corporate bookings and away-days.

Parkland

The Shuttleworth site includes stunning lakes and parkland which can be hired for events and is open to various public walking routes.



The Shuttleworth Trust – registered charity: 307534 – was set up to honour the life and legacy of Richard Ormonde Shuttleworth, a keen aviator, racing driver and horse racer, who was tragically killed in 1940 during a night training exercise for the RAF.

WEDDINGS & VENUE HIRE ASSISTANT MANAGER

This is a varied, fast-paced role where no two days are the same. You will help plan and deliver weddings, parties, and private events, manage casual staff, maintain standards across the venue, and make sure every guest departs impressed. You will be right in the mix – from setting up the bar to briefing your team, jumping in where needed, and problem-solving on the go.

Event Set Up & Service:

- Oversee smooth setup, delivery and breakdown of events across the estate
- Arrange furniture, stock bars, lay out spaces and ensure venues look their best.
- Step in to lead bar and front-of-house service when needed.

Team Leadership:

- Train and lead casual and seasonal staff during events
- Set the pace, keeping standards high and your team motivated.

Guest Experience:

- Create a warm, welcoming atmosphere for every guest
- Handle queries and feedback with professionalism and care
- Be a visible and approachable throughout the events.

Stock, Systems & Budgets:

- Help manage stock, replenishing when needed
- Creation of Rota's for casual & agency staff
- Use EPOS systems and handle payments accurately
- Tidy & maintain storage areas
- Taking utmost care to reduce waste where possible.

Health & Safety:

- Keep safety, hygiene and cleanliness front of mind at all time, to include COSHH
- Complete relevant records and ensure compliance with venue policies
- Upkeep and maintain the cleanliness of the kitchens.

Administration:

- To ensure all communications are responded to or forwarded to agreed departments
- To ensure all financial procedures are adhered to as required by the Accounts department
- To provide support with event management & accommodation booking software to ensure information is updated accurately, maintained efficiently and operates to its full potential
- To maintain health and safety records and ensuring relevant cleaning diaries are completed
- Implement and maintain department policies for record keeping.



Relationships:

- To invest in and promote close working relationships in all areas of the Shuttleworth Trust.
- To support and maintain positive working relationships with external stakeholders and guests by always representing the Trust in a positive manner.

Policies and procedure:

- Comply with Health and Safety legislation
- Comply with GDPR legislation
- Adhere to organisational policies
- Develop and maintain policies and procedures that support and deliver departmental objectives.

Personal responsibilities:

- Demonstrate personal integrity in all day-to-day interactions with colleagues, working as a positive influence and role model, acting with professionalism and tackling challenges in a pragmatic and collaborative manner to bring staff and volunteers along with changes and developments
- Protect the reputation of the Trust
- Maintain professional levels of confidentiality commensurate with the role.

This is a description of the job at present. The above is not intended to be a comprehensive list of key responsibilities or duties. Other related duties may be required from time to time. It is the practice of the Trust to periodically review job descriptions and to update them to ensure that duties relate to the job then being performed. It is our aim to reach agreement to reasonable changes following consultation. However, if agreement is not possible, the Trust reserves the right to make reasonable changes after consultation.



TERMS & CONDITIONS

Job Title:	Weddings & Venue Hire Assistant Manager
Working Pattern:	40 hours per week + overtime (taken back in lieu)
Salary:	£27,000 - £29,000 per year (Dependant on Experience)
Job Type:	Full time, permanent
Benefits:	<ul style="list-style-type: none">• Company pension• Discounted or free food• Employee discount• On-site parking
Schedule:	Monday to Friday, weekend availability
Ability to Commute:	Biggleswade (essential)
Work Location:	In person, on-site at Shuttleworth House
Reference ID:	Weddings & Venue Hire Assistant Manager



HOW TO APPLY

To apply for this role, please submit your CV and a covering letter outlining your suitability for the role to jobs@shuttleworth.org

We look forward to hearing from you.

