



CAMBRIDGE CENTRAL MOSQUE

WEDDINGS & HOSPITALITY COORDINATOR

Reports To	Admin & Systems Manager
Salary	£12.71 per hour
Location	Cambridge Central Mosque
Contract	Part Time (30 hours/week)
Start Date	ASAP

JOB OUTLINE

The Weddings & Hospitality Coordinator will manage the Mosque's wedding (nikah) service from first enquiry through to the day itself, acting as the main point of contact for couples and their families. The role also covers the Mosque's front desk, welcoming visitors and handling enquiries, and supports catered Mosque events such as café events and volunteer dinners.

The role combines relationship management, detailed administration and on-the-day coordination. It requires a commitment to high standards and clear communication with couples, staff, Imams and external vendors. It is central to ensuring that weddings run smoothly and reflect well on Cambridge Central Mosque.

The successful candidate will be personable, calm under pressure, and able to work well both independently and as part of a team. They will work flexibly, respect the different cultures and backgrounds they encounter, and be committed to the aims and ethos of Cambridge Central Mosque.

RESPONSIBILITIES

Weddings:

- Communicating with couples throughout the booking process, answering queries and guiding them through requirements, in person, over the phone and over email.
- Managing wedding and nikah bookings using the calendar booking system, the internal calendar, and the Google Sheet to track bookings and details.
- Keeping wedding records accurate and up to date, chasing outstanding information from couples where needed.
- Liaising with Imams to confirm officiants and scheduling for nikahs.
- Liaising with the Facilities team to ensure rooms, set-up and access are arranged for each wedding.
- Coordinating with caterers, crockery suppliers and other vendors, including bookings, timings and on-the-day requirements.
- Managing the wedding on the day, including overseeing set-up and timings, and acting as the main point of contact for the couple, family and suppliers.
- Hosting guests on the day, from arrival to departure, supporting caterers where needed and helping clear tables during the reception.

Front Desk:

- Covering the front desk, answering enquiries in person and over the phone, and directing people appropriately.
- Handling other front desk duties, including calling the Director or relevant Imam when their appointments arrive, and printing shahada certificates.

Catered Events & Volunteers:

- Arranging food and hosting for catered Mosque events, such as café events and volunteer dinners.
- Helping manage volunteers supporting weddings and catered events, including onboarding and communication.

General:

- Optional, with training provided: running tours during quieter periods (see Working Hours below).
- Liaising with other teams across the Mosque, and helping with other admin and aspects of the Mosque's work as needed.

WORKING HOURS

This is a 30 hour per week role. Ability to work weekends is required, as weddings and nikahs are predominantly a weekend activity.

The default weekday pattern is Monday to Thursday, 1:45pm to 5:30pm, plus 2 full-days on the weekend (exact hours adjusted based on bookings). If the successful candidate is willing to help with tours (training will be provided), it may be possible to adjust the weekday hours.

On quiet weekends where there are no wedding receptions and few nikahs, requests to move weekend hours to weekdays instead will be considered.

There will need to be a willingness to make reasonable and temporary adjustments to hours where necessary.

KEY SKILLS

- **Relationship management** – build rapport and trust with couples and families, and manage their expectations with warmth and professionalism.
- **Organised** – keep track of multiple bookings, chase people, follow procedures and maintain accurate records.
- **Detail oriented** – notice issues and inconsistencies in bookings or arrangements, and either correct them or make necessary adjustments.
- **Planning** – schedule weddings and coordinate suppliers based on available resources, and plan ahead to avoid last-minute issues.
- **Communication** – effectively communicate synchronously (e.g. meetings, calls) and asynchronously (e.g. messages, calendar invites) with couples, Imams, facilities and vendors.
- **Digital literacy** – effectively utilise office software and Google Sheets, and learn specific tools such as the calendar booking system.
- **Composure on the day** – stay calm, personable and in control while managing a live wedding event with multiple moving parts.

Weddings Officer Job Description

- **Multi-tasking** – balance different responsibilities, including admin work and on-the-day delivery, while working alongside other staff, Imams, vendors and volunteers.

OTHER REQUIREMENTS

- The right to work in the UK.
- Fluent written and spoken English.
- Ability to work weekends.