



Hanly Castle Group



#JOB-2451764



KILRONAN CASTLE, Kilonan, Ballyfarnon,
Boyle, Co. Roscommon, F52 R867



No of positions : 1



Paid Position



40 hours per week



38000.00-40000.00 Euro Annually



05/06/2026



03/07/2026

How to apply

Application Method :

Please apply to the vacancy by the following means:

Email : noconnell@hanlycastle.com



Open your camera
app & point here
to view this ad
online



Conference & Banqueting Manager

Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

Job Description

Kilronan Castle Estate & Spa is a stunning 18th-century castle set amidst 40 acres of breathtaking grounds on the shores of Lough Meelagh. Renowned for its luxury accommodation, fine dining, and exceptional service, the castle hosts a wide variety of events, from intimate gatherings to grand weddings.

As Conference & Banqueting Manager, you will oversee the seamless delivery of all conferences, banquets, weddings, and special events at Kilronan Castle. You will lead a dedicated team to ensure that every event exceeds guest expectations, maintaining the highest standards of service while reflecting the elegance and prestige of the venue.

Key Responsibilities:

Manage the day-to-day operations of the Conference & Banqueting department.

Coordinate with clients, the sales team, and other departments to ensure all event requirements are met.

Lead pre-event planning, including staffing schedules, room set-ups, equipment requirements, and menu coordination.

Oversee event delivery, ensuring smooth service, impeccable presentation, and adherence to timelines.

Manage and motivate the conference and banqueting team, providing training, guidance, and performance feedback.

Work closely with the sales & kitchen team to ensure accurate communication of client requirements.

Monitor and maintain quality standards in all aspects of service.

Control costs by managing staffing levels, stock, and equipment usage efficiently.

Handle guest feedback and resolve any issues promptly and professionally.

Ensure compliance with health & safety, hygiene, and licensing regulations.

Skills & Experience Required

Proven experience in a Conference & Banqueting or Events Management role, preferably within a 4- or 5-star hospitality environment.

Exceptional leadership and team management skills.

Strong organisational and time-management abilities.

Excellent communication and interpersonal skills.

A passion for delivering outstanding guest experiences.

Ability to work flexible hours, including evenings, weekends, and public holidays, to meet business demands.

Knowledge of audio-visual equipment and banquet set-ups is an advantage.

What We Offer

Competitive salary.

Training and career development opportunities.

Staff discounts on accommodation, dining, and spa treatments.

Employee Assistance Programme.

Job Types: Full-time, Permanent

Ability to commute/relocate:

Roscommon: reliably commute or plan to relocate before starting work (required)

Hours of Work: 40 Hours per week

- **Sector:** accommodation and food service activities

Career Level

- Managerial