

Job Description

Events Co-ordinator

Permanent full time role.
Borde Hill, Haywards Heath, West Sussex. RH16 1XP

About Borde Hill

Borde Hill (BH) is a magnificent Grade II* English Heritage listed Garden set within 383 acres of Parkland and Woodland.

Created in the early 1900's with plants gathered by the great plant hunters from their travels to the Himalayas, China, Burma, Tasmania, the Andes and North America, the Estate contains over 70 champion trees and 8,000 trees and shrubs listed by the Royal Botanic Gardens Kew. In addition to the living collection, Borde Hill also has an extensive plant archive which allows us to better understand the plant collection and social history to engage our visitors about 'the world in one garden'.

The Stephenson Clarke family have been custodians of Borde Hill for five generations, and are at a stage of generational change that is seeing new energy, opportunities and ideas aimed at broadening our visitor demographic and ensuring Borde Hill is sustainable for future generations. This includes new business initiatives of field to fork dining and the restoration of our walled kitchen garden, a biodynamic market garden and a rejuvenated family parkland offering with improved infrastructure, better horticultural interpretation and plant management, with a focus on climate change.

This is an exciting time to join our team as new projects and initiatives are being launched, and this role will support our ambitious growth targets.

You and Your Role

We are seeking someone who is confident, creative, has an eye for detail, can juggle multiple priorities and thrives on no two days being the same. You will have overall responsibility for the planning and delivery of events, creating or co-ordinating experiences that are memorable, engaging, profitable and connect us with our target audiences.

Your main duties will include :

- To design, resource and deliver an engaging event programme across the open season (Feb-Dec) to excite new audiences and offer our current audiences reasons to return again and again. This includes event concept, planning and hands on delivery, liaising with suppliers, as well as post event evaluation.
- To facilitate show-rounds of Borde Hill to potential private hire customers, third party hirers and photoshoot/film location scouts.
- Preparing paperwork to include quotations, booking confirmations, contracts and co-ordinating invoicing with the Finance Team.
- Ensure all events are managed in line with the budget and proactively ensure operational efficiency.
- Create bespoke event briefing sheets, detailing all requirements and distribute to the wider Borde Hill team.
- You will have key operational presence at events, which will include some evening and weekend working.
- Being a team player you will build effective relationships with colleagues and recruit the support of Event Volunteers to assist with the organisation and delivery of the event programme.

Salary:

£26-28,000

Dependent on experience

Hours:

37.5 hours per week

Holiday entitlement:

28 days pro rata
(including Bank Holidays)

To apply:

Send your CV and covering letter to:
manager@bordehill.co.uk

Closing date:

31st January 2025

If you are in employment, please include your current notice period.

Borde Hill
Haywards Heath
West Sussex
RH16 1XP

01444 450326
www.bordehill.co.uk

Essential selection criteria

The successful candidate will ideally have at least 2 years' event management experience and will have or be:

- Have a real understanding of the operational delivery of events
- Highly organised and used to juggling workloads and competing priorities
- Excellent verbal and written communication skills with a confident telephone manner
- Strong interpersonal skills with proven ability to establish positive working relationships and influence at all levels
- Imaginative thinking, creating bespoke events and bringing them to life
- Experience of managing budgets and forecasting
- Good problem-solving skills and a 'can do' philosophy
- Demonstrate excellent attention to detail
- Have personal drive and ambition
- Clean driving licence and own vehicle
- Comply with Borde Hill's procedures, including Financial, H&S, Equality and Diversity

Borde Hill has a Family-led small, dedicated, professional and friendly team who embody a 'one team' culture. We want everyone to feel valued and fairly rewarded for the work they do and your package includes:

- A Borde Hill annual family membership allowing free entry to the Garden and Parkland
- Discount in the Borde Hill shop and catering outlets
- Free tickets for selected events throughout the open season
- Free access at selected times to our Partner Gardens (Chelsea Physic Garden, The Newt and Sculpture by the Lakes)
- Free entry to selected RHS events
- Free access to our wellbeing programme
- A flexible working pattern where possible

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation.