

## Job Description

### Sales & Events Manager – The Stables

Full Time Role  
Borde Hill, Haywards Heath, West Sussex. RH16 1XP

#### About Borde Hill

Borde Hill is a family-owned Estate in West Sussex with a botanically-rich Garden and Parkland open to 70,000 visitors each year. Listed as Grade II\* historic importance and set in 383 acres of an Area of Outstanding Natural Beauty, Borde Hill features one of the rarest collections of privately owned champion trees in the UK, and has a cultural calendar of events throughout the season. The Stephenson Clarke family have been custodians for five generations, and at a time of generational change are bringing new energy and opportunities aimed at diversifying the Estate, with a focus on hospitality, biodynamic estate-grown produce and sustainability. Located just 40 minutes from London, 20 minutes from Brighton, and 10 minutes from Gatwick Airport, Borde Hill is uniquely located to engage a wide audience, both nationally and internationally.

#### The Stables

The original 1906 Stables is being transformed into a series of dining destinations including a Pantry, Bistro (52 covers), Workshop space (32 covers), and a stunning new glasshouse Restaurant and Bar (90 covers including PDR) overlooking the reimagined 'edimental' walled kitchen garden - all of which will embody an ethos of 'casual excellence'.

The Stables will be a new culinary destination in the heart of Sussex, celebrating nature, produce, people, and Borde Hill's plant heritage. Our food will be inspired by the changing seasons and the abundance of nature around us. We will use classic methods and the finest ingredients available each day from our biodynamic farm, to create seasonal, heartfelt dishes which bring the garden to the plate. We will also host a variety of small and large-scale events, ranging from guest-chef suppers to private functions. The Stables will be served by produce grown on our 2-acre biodynamic Market Garden, and from foraging on the wider Estate.

We are looking for a confident, organised and naturally warm Sales & Events Manager to lead the sales, reservations and events experience across The Stables. This is a highly forward-facing role, perfect for someone who loves connecting with people, building relationships and turning enquiries into memorable experiences. You will be the key point of contact for guests booking workshops, private dining, events and buy-outs, ensuring every interaction reflects the personality of our brands.

Isca is a modern, feminine and joyful restaurant that remains refined, thoughtful and special. It takes reservations across all services and offers a setting ideal for celebrations, gatherings and curated events. Edie's Kitchen is a relaxed, daytime bistro and does not take reservations for regular service, but is available for exclusive evening buy-outs when closed — offering a more informal setting for private events.

Working closely with the General Manager, restaurant teams and senior leadership, you'll play a key role in shaping and growing our events and sales offering while delivering a seamless, personal and memorable guest journey.

#### Key Responsibilities

- Act as the primary point of contact for all sales and events enquiries across The Stables
- Sell, plan and coordinate workshops, private dining, celebrations, corporate bookings and buyouts, ensuring each event feels bespoke and special.
- Manage the reservations system for Isca, overseeing bookings across all services and maintaining clear communication with the restaurant team.
- Handle evening buy-out enquiries for Edie's Kitchen, coordinating logistics and working closely with operational teams.
- Build strong relationships with guests from first enquiry through to event delivery, ensuring a warm, professional and personable experience throughout.
- Work collaboratively with General Managers, kitchen teams and FOH to ensure events are well-planned and flawlessly executed.

#### Salary:

£40,000-£45,000 per annum (option for discounted accommodation on-site within package)

#### Hours:

Full time - 48 hours per week over 5 days including evenings and weekends

#### Start Date:

From April 2026, dependent on availability

#### Holiday entitlement:

28 days pro rata (including Bank Holidays)

#### To apply:

Email your CV & covering letter to:  
[stables@bordehill.co.uk](mailto:stables@bordehill.co.uk).

#### Closing date:

1<sup>st</sup> March 2026. Applications will be reviewed on receipt.

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

Borde Hill  
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[www.bordehill.co.uk](http://www.bordehill.co.uk)

- Prepare proposals, contracts and confirmations, managing deposits, payments and event details accurately.
- Maintain clear records of enquiries, bookings and conversions, feeding into forecasting and sales reporting.
- Help develop creative event concepts, workshops and seasonal offers that align with the Stables brands.
- Act as a brand ambassador at all times, representing all outlets with confidence, charm and attention to detail.
- Ensure all events comply with licensing, health & safety and operational requirements.

Knowledge, skills and experience needed: (Please provide evidence in your Covering Letter and CV)

- Proven experience in a sales, events, reservations or guest experience within hospitality or a premium customer-facing environment.
- A natural ability to connect with people — confident, warm and professional in person, over the phone and via email.
- Strong organisational skills with excellent attention to detail.
- Experience managing reservations systems and handling high volumes of guest communication.
- Confidence in selling — able to convert enquiries into bookings while maintaining a thoughtful, guest-first approach.
- A creative mindset with an interest in events, workshops and unique guest experiences.
- Calm, solutions-focused and proactive, even when managing multiple enquiries at once.
- Comfortable using digital systems for reservations, CRM, invoicing and event administration.
- Excellent written and verbal communication skills and ability to collate sales packs.
- A passion for hospitality, food, people and creating memorable moments.
- Flexibility to support events and guest enquiries across weekends and peak trading periods.

Borde Hill has a 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:

- Opportunities for professional growth and training
- A vibrant, collaborative work culture including time at the biodynamic market garden for all staff levels
- Daily staff meals
- A Borde Hill 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, The Lost Gardens of Heligan, West Dean)
- Free access to our wellbeing programme of events
- Free parking

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