

Job Description

Events Manager

Location	Near Darlington, North Yorkshire
Reports to	General Manager
Direct reports	Events Assistant (full-time)
Contract type	Full-time, permanent — Monday to Friday, with event weekends and occasional bank holidays
Salary	£26,000–£32,000 per annum, depending on experience

ABOUT THE ROLE

Kip & Nook is a one-of-a-kind boutique hotel and lifestyle venue set within 250 acres of North Yorkshire countryside, just 10 minutes from Darlington. From our unique cabins and campervan pitches to our padel courts, yoga studio, sauna, ice bath and cinema room, we are constantly growing. This role is split across our two food & beverage venues: The Workshop, our bar and social hub, packed with cars, bikes, a log burner, pool table, beer on tap and a cracking cocktail menu, and Alberto's Farmhouse, our Italian-inspired restaurant.

Hotel guests, restaurant visitors, corporate retreats, wellness days, wedding celebrations, car shows, run clubs, padel tournaments, birthdays, hen parties and much more — there is always something exciting happening at Kip & Nook!

We are looking for an Events Manager to own the planning, delivery and guest experience across every event at Kip & Nook, and to take strategic ownership of how our events offering develops and grows over time. You will lead the function, line manage the Events Assistant, and work directly with the Managers on the ground to bring the calendar to life.

THE ROLE

Events Leadership

- Owning the end-to-end planning, coordination and delivery of all events on site — private hire, corporate days, overnight retreats, wellness weekends, car meets, padel tournaments, wedding celebration parties, and our own internal calendar of events.
- Leading the full event lifecycle: enquiry, site visits, proposals, bookings and operational organisation, menu confirmations, and detailed handovers to the team on the ground.
- Working with the Finance Director to ensure every event is priced accurately using our pricing guideline, and that every booking is set up correctly in our systems before delivery.
- Acting as the senior point of contact on the day for high-value events, celebrations and corporate clients, with confident, calm, hands-on leadership.
- Building and maintaining excellent relationships with corporate partners and repeat clients.

Strategic Oversight & Development

- Shaping the strategic direction of the events function in partnership with the Owner, translating the wider vision for the site into a coherent, commercially-minded events calendar.
- Identifying opportunities to grow and diversify the events offering — new event formats, packages, partnerships and revenue streams — and developing these from concept through to launch.
- Owning the long-term development of the events calendar, planning ahead across the year so the right events sit in the diary at the right times.
- Reviewing the commercial, operational and guest-experience performance of events, and using those insights to continuously improve what we offer.

- Working with the Finance Director on the commercial development of events: pricing strategy, margins, and building the business case for new initiatives.

Team Leadership

- Line managing the Events Assistant: setting clear priorities, supporting their development, and making sure the day-to-day inbox, phone, booking systems and event admin run smoothly.
- Holding regular check-ins, giving constructive feedback, and creating a working environment where the Assistant can genuinely thrive and grow.
- Working as a key connector across the business — a central link between senior management, marketing, FOH managers, kitchen leadership at Alberto's Farmhouse and The Workshop, and our guests.

Systems & Operations

- Ensuring data integrity and accurate processes are followed across our core systems: MEWS (hotel PMS), OpenTable (restaurant bookings), Notion (internal planning), Gmail, Playtomic (padel), MomoYoga (yoga studio) and MindBody (wellness).
- Producing event documentation, schedules, approved menus, briefing notes for the team and any post-event feedback.
- Spotting where processes can be tightened and improving them as the business continues to grow.

What We're Looking For

- A minimum of 2 years' experience in an events role is essential — ideally events management or event coordination within hospitality, a hotel, a boutique venue or a multi-format site.
- A strategic, commercially-minded approach: someone who can both deliver events brilliantly and think about how the function should grow over time.
- Genuinely excellent guest instincts — you know how to look after people, set the tone, and handle the moments that matter.
- Strong written communication: warm, polished and clear, with the confidence to write proposals and correspond with clients, partners and senior contacts.
- Calm under pressure, with the operational brain to keep multiple events and many moving parts on track simultaneously.
- A natural leader who can manage and develop one direct report well, and collaborate effectively across teams without ego.
- Tech-confident and quick to learn new systems, comfortable owning data quality and process discipline.
- Organised, proactive, and able to manage your own workload and your team's without constant direction.
- Previous line management experience.
- Full UK driving licence and access to a vehicle (the site is rural).

Nice to Have

- Experience in a hotel, boutique venue, members' club or destination hospitality business.
- Familiarity with any of our systems: MEWS, OpenTable, Notion, Playtomic, MomoYoga, MindBody.

Schedule

- Monday to Friday, full-time.
- Event weekends and occasional bank holidays when the business requires — planned in advance wherever possible, with time off in lieu.

WHAT KIP & NOOK OFFERS

- £26,000–£32,000 per annum, depending on experience.
- Permanent, full-time contract reporting directly to the General Manager.
- A full-time Events Assistant reporting to you.
- Real autonomy and ownership over the events function.
- Staff discounts on food and drinks across Alberto's Farmhouse and The Workshop.

- Discounted stays at Kip & Nook for you and your loved ones.
- Access to our on-site wellness facilities: saunas, ice baths, yoga studio and padel courts.
- Genuine investment in your development — this is a senior role we want to grow with the business.

HOW TO APPLY

Please send your CV and a few lines about yourself to recruitment@kipandnook.com. We'd love to hear from you.