



WOODHALL  
ESTATE

# CANDIDATE PACK



## EXPERIENCE COORDINATOR INTERNSHIP

An exciting opening within our Experience Division at Woodhall Park.

# INTRODUCTION TO WOODHALL ESTATE

---

Woodhall Estate has been part of the Abel Smith family for more than 200 years. Over a thousand people live, work or learn on this thriving estate which encompasses parks, farms and woodlands, historic properties, wildflower meadows, rivers, wetlands and pastures.

We're proud of Woodhall Estates heritage, protective of its landscapes and personally invested in the future of the Estate and its diverse communities.

Woodhall Estate is steeped in history, but we're far from stuck in the past. Every decision we make strives to respect the legacy of this beautiful place, while keeping it flourishing in the 21st century.



# WELCOME FROM THOMAS

---

Thank you for your interest in joining the Woodhall Estate team. Since stepping into this role of leading my family business, I have had the pleasure of working alongside dedicated and talented staff to lead Woodhall Estate into an exciting future.

Woodhall Estate is a modern, forward-thinking organisation rooted in community, learning, conservation, and sustainability. Together, we're advancing a shared strategy that unites our diverse business divisions, team, partners, and our core communities to create a meaningful impact that goes well beyond land management, anchoring our work in respect, responsibility, and care for both the environment and each other. This is the foundation of a truly sustainable future.

At the heart of Woodhall Estate is a unique community spirit where everyone's contributions matter. Our sense of togetherness empowers each of us to thrive. While we may have expansive grounds and exceptional facilities, it's our people and purpose that set us apart.

We are seeking a motivated, personable and proactive Experience Coordinator Intern to support the delivery of high-quality guest, client and production experiences across a private estate with a developing hospitality, events and filming offering.

This role is ideal for someone who thrives in a dynamic environment, enjoys working with people and is eager to develop organisational and problem-solving skills while gaining insight into hospitality, events, and location management.

I hope that as you read through this candidate pack, you'll get a true sense of who we are and consider joining us on this exciting journey.

Warm regards,

*Thomas Abel Smith*



# OUR PURPOSE

---

To be a vibrant, balanced and enduring environment for both nature and people.



# OUR VALUES

---

## PROFESSIONALISM

We work with precision, prudence and positivity, and we give it our all.

## PEOPLE

We value personal relationships and our generosity of welcome.

## PROBITY

We live by strong moral principles, honesty and decency.

## PERSPECTIVE

We always keep the bigger picture and Woodhall Estate's long legacy in mind.



# OUR ROOTS

---

Our Roots represent our family business's legacy and impact over two centuries, and they continue to underpin all that we do today.

## COMMUNITY

We strive to beat the heart of our core communities, fostering and maintaining a special relationship with them.

## LEARNING

Following family tradition, we continue to be founders and hosts to a range of educational settings.

## CONSERVATION

From outstanding nature and spectacular countryside, to historic buildings, we are here to conserve and protect our heritage.

## SUSTAINABILITY

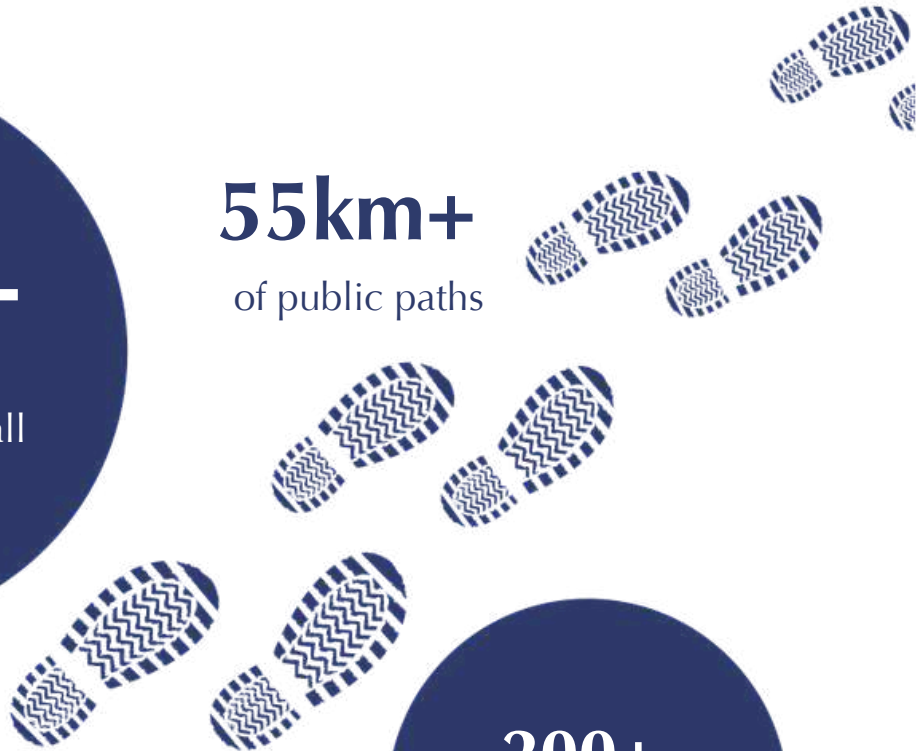
We strive to ensure a sustainable environment and business to meet the challenges of the next century.

# WOODHALL ESTATE IN NUMBERS

---

**1,000+**  
people live, work  
& learn at Woodhall

**55km+**  
of public paths



**25 miles**  
from Nelson's Column

**200+**  
buildings  
managed

**2 million**  
loaves of bread are  
produced from crops  
grown on the estate in an  
average year



**1 million**  
trees across the  
estate

# EXPLORE THE ESTATE

---





# JOB DESCRIPTION

---

This internship is a hands-on learning opportunity, providing experience across customer service, weddings and corporate event support, and filming operations. Working alongside the Experience Team, the intern will assist with day-to-day activities that ensure smooth operations and excellent service throughout the Estate.

- Job Title: Experience Coordinator Intern
- Hours: 35 Hours per week
- Location: Woodhall Estate, Woodhall Park, Watton-at-Stone, Hertford SG14 3NE
- Reporting to: Head of Experience
- Salary: £26,000 Pro Rata
- Duration: 4-5 months May - September 2026

# MAIN RESPONSIBILITIES

---

## **Guest Experience and Hospitality**

- Assist with guest check-ins and check-outs, helping to provide a warm and professional welcome.
- Support the team in responding to guest enquiries and helping resolve minor issues.
- Help coordinate housekeeping and communicate with maintenance teams as directed.
- Assist in arranging guest experiences and add-ons.
- Keep guest records, arrival schedules and checklists up to date under supervision.
- Contribute ideas and observations to help enhance the Park's hospitality offering.

## **Weddings and Events**

- Support the preparation and delivery of weddings and events hosted at Woodhall Park.
- Assist with communication between clients, suppliers and internal teams, as guided by senior staff.
- Help with event set-up, coordination, breakdown and general logistics.
- Assist in ensuring event spaces meet agreed specifications and safety standards.
- Provide a calm, helpful presence on event days, escalating issues to senior team members where appropriate.

## **Filming and Location Support**

- Assist with filming enquiries and recces, including helping with location access and preparation.
- Support the Experience Team in coordinating production needs during filming periods.
- Help ensure compliance with site rules and health and safety, escalating any concerns to senior staff.

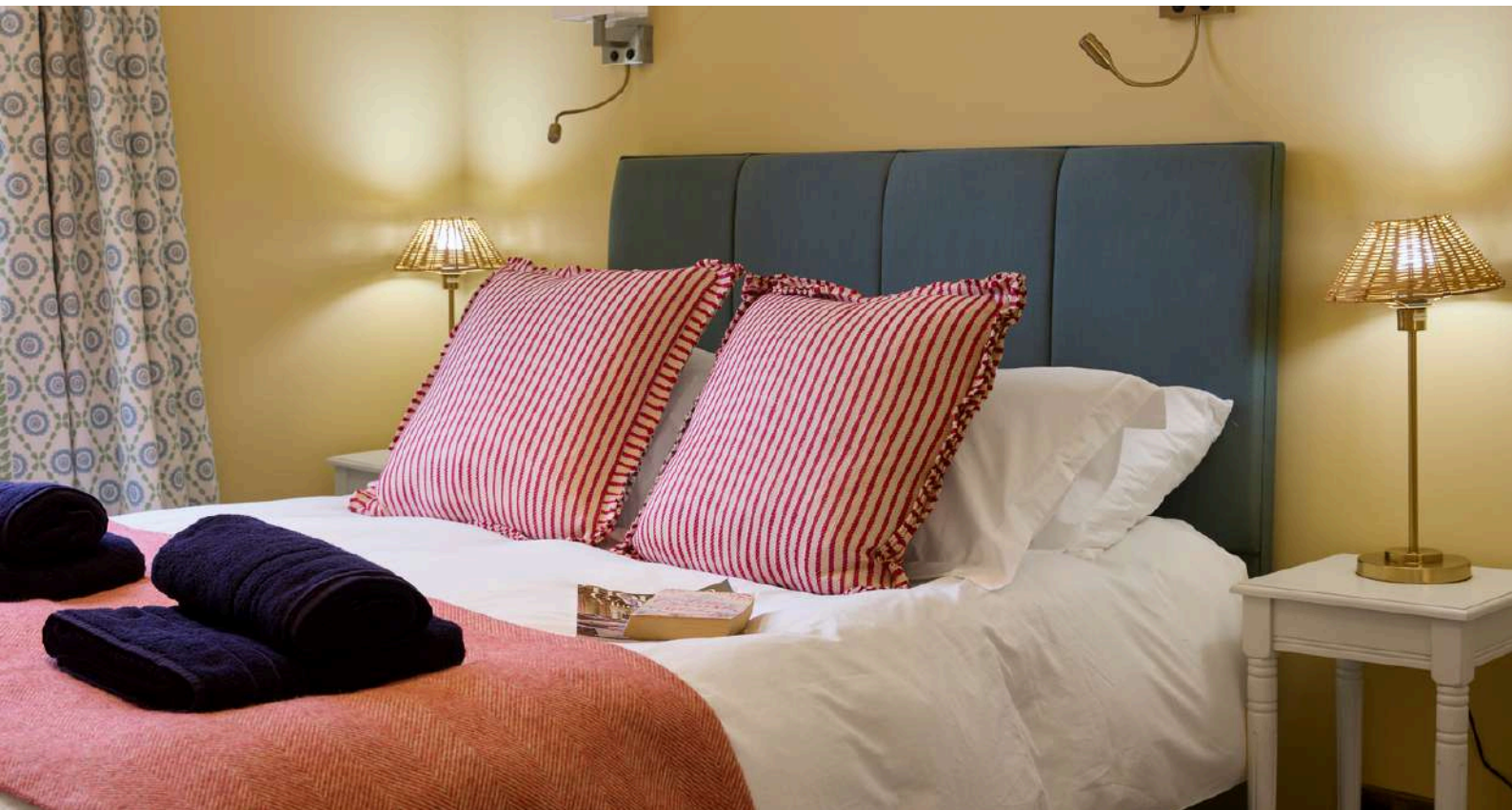
## **General Operational Support**

- Support day-to-day operations as needed, adapting to changing priorities.
- Maintain clear communication with colleagues and external partners.
- Uphold Woodhall Estate's values, presentation standards and confidentiality at all times.

# WORKING CONDITIONS

---

- Based in the Estate Office with the requirement to drive around Woodhall Park and to various other locations on the Estate (driving will either be in the individual's own car, whereby mileage will be paid, or in an estate vehicle suitable for the task, whereby training will be provided if necessary).
- This role will involve some evening or weekend work depending on guest stays, events or filming schedules.
- Combination of in-office administration, hospitality coordination responsibilities including client meetings, recces, checking accommodation and event coordination from start to finish.
- This role will involve event preparation and coordination days spent outside in the inclement British weather (wet weather clothing will be provided).



# WHAT'S IN IT FOR YOU?

---

Aside from the remuneration package previously outlined, the estate offers generous employment policies and we champion professional development and learning. We welcome ambitious candidates who are seeking new skills that will contribute to the business and our culture of high performance.

- ✓ Be part of a creative, friendly & tight-knit team
  - ✓ Work in the stunning Hertfordshire countryside
  - ✓ Lots of opportunities to learn, grow, and progress in your career
  - ✓ Earn an abundance of benefits outlined below
- 



Competitive Salary



7% Employer's Pension Contribution



Salary Sacrifice Scheme



25 Days Leave Pro Rata  
+ bank holidays Pro Rata



Enhanced maternity, shared parental & adoption policies



Your Own Desk In Estate Office & Free Parking



Therapies, Dentist & Optician Cashback



Counselling, wellbeing, legal & financial help



40% off Nuffield Health Gyms & Hussle



24/7 Private GP Service via Video Call



Discounts for Woodhall Venue Hire



Generous recruitment referral bonus



Exclusive access to Estate grounds outside of work



Regular Team Socials & Annual Parties

*Full details will be made in an Offer of Employment to the successful candidate. Please note that some of the benefits above are contractual and others non-contractual subject to change from time-to-time.*

*Some are not relevant to every role, e.g. desk in the Estate Office.*

# EQUAL OPPORTUNITIES

---

Woodhall Estate is committed to the principle of equal opportunities in employment and equal pay for work of the same or similar nature or work of equal value. Woodhall Estate declares its opposition to any form of less favourable treatment or financial reward, whether through direct or indirect discrimination, harassment, victimisation or segregation accorded to the employees or job applicants, on the grounds of their race, religious beliefs, political opinions, creed, colour, ethnic origin, nationality, marital/parental status, sex, sexual orientation or physical or mental disabilities.

Woodhall Estate similarly declares its opposition to any form of less favourable treatment accorded to employees or job applicants on the grounds of non job-related handicaps and unfair discrimination on grounds of age.



# HOW TO APPLY

---

Please apply to us directly at [recruitment@woodhallestate.co.uk](mailto:recruitment@woodhallestate.co.uk) with your covering letter and CV.

All job offers are conditional upon satisfactory references (including confirmation of the candidate's current salary), as well as a satisfactory PeopleCheck DBS clearance under our procedure.

Applications close: 6<sup>th</sup> April 2026

Interview round 1: W/C 13<sup>th</sup> April 2026

Interview round 2: W/C 20<sup>th</sup> April 2026



[www.woodhallestate.co.uk](http://www.woodhallestate.co.uk)