

**GOODWOOD**

**The Role**

**Estate Project Manager** will be part of the Estate Office Team and report to the Senior Estate Project Manager. You will be a driving force behind the delivery of the various projects across the Estate and will also play an active part in our renewable energy journey.

**About us**

At Goodwood, we celebrate our 300 year history as a quintessentially English Estate, in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 11,000 acres of West Sussex countryside and our story both play significant roles in Goodwood’s success. What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

**Passionate People**

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood.  We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the “**world’s leading luxury experience.**”

**Our Values**

**The Real Thing Derring-Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions. | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do. | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

Working as part of the Estate Team, responsible for the project planning and delivery of Estate focused projects, such as identifying and delivering new revenue generating initiatives and focusing on improving commercial performance through implementing operational efficiencies across the business areas. You will work proactively and collaboratively with the team to deliver improvements and key projects across the business, pulling together resource and project teams as and when needed to get the job done, leading the output of these teams. You will also play an active part in in managing the Estate energy contract, looking for continuous improvement opportunities and working on renewable energy projects across the Estate.

Ideally, you will have experience in the following areas:

* Biomass Renewable Generation
* Anaerobic Renewable Generation
* Energy markets –  Understanding of key market drivers
* Procurement / Negotiation Skills / Contract Renewals
* Policy Writing
* Telecommunications Knowledge
* Infrastructure

**Key Stakeholders**

**External:** Contractors, Suppliers, Local Authorities such as Parish & District Councils & SDNP, Neighbouring Estates, Local Residents, Energy Providers, Energy Brokers, Telecoms Engineers, Renewable Energy Providers, customers (i.e revenue streams on the trundle mast) Government Initiatives (i.e Ofgem).

**Internal:** Estate Management Team, Goodwood Leadership Team, Group Functions (e.g. IT and H&S), Group Departments and Business Units

**Key responsibillities**

* To work on launching new and driving inflight projects across the Estate Team, in line with objectives and believable path
* Pull together project teams or working groups to get new projects or initiatives underway and generating positive outputs swiftly.
* Take accountability for the output of these project teams/working groups ensuring high quality and timely delivery, ensuring they understand responsibility for their respective deliverables/actions.
* Operationally deliver key projects to a high standard, ensuring that the needs and requirements of the stakeholders are delivered, ensuring they are delivered within agreed budget and timeline.
* Work collaboratively with all internal and external stakeholders.
* Work with Senior Estate Project Manager and key stakeholders to create and manage project plans, providing regular updates to key stakeholders as required.
* Provide Estate Management Team with ad hoc support across the business areas as required.
* Liaise as required with internal and external parties as necessary to ensure good communication, engagement and collaboration.
* Identify improved processes and ways of working that make most efficient use of resources in the Estate division and then work with those teams to implement change.
* Drive the commercial performance of the division through identification and delivery of new revenue generating projects and cost reduction initiatives.
* Manage the energy contract for the estate, to include working with all associated parties ie consultants, providers, specialists in monitoring usage and seeking ways to simplify, improve and bring efficiencies.
* Support the energy renewables programme, including reporting, procurement and project managing new initiatives.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a ‘can do attitude’
* Attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confidence to make decisions & stand by them
* Good negotiation and influencing skills
* Solutions driven
* Excellent communicator
* A sense of fun!

**What do you need to be successful?**

* Ability to prioritise, organise and manage a diverse and complex workload and to work under pressure
* Strong planning and organisation skills with excellent attention to detail
* Ability to engage and get the best out of stakeholders, showing both leadership and active listening
* Ability to form and build mutually respectful relationships and trust with existing and new contractors/other managers within Goodwood and build trust/rapport
* Excellent communication skills – both written and verbal – with the ability to influence
* Ability to anticipate business needs, respond appropriately to all queries and exceed expectations
* High degree of computer literacy with ability to use the full Microsoft suite and knowledge of Microsoft Project is beneficial
* Previous project management experience with large scale projects
* A project management qualification is preferable
* Previous experience working with senior management is an advantage
* Ability to be reactive to changing requirements of projects
* Enthusiastic and self-motivated and showing leaderships skills whilst also respecting and knowing when to escalate and request senior level input
* Verbal and numerical ability
* Ability to work both as part of a team and under own initiative
* Take responsibility for own actions and performance
* Able to work flexibly to meet the needs of the business
* Strong customer service ethic