

**GOODWOOD**

**The Role**

The **Event Administrator** will be part of the **Motorsport Event Operations Team** and report to the **Festival of Speed General Manager.**

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**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 Goodwood to be **‘the home of exceptional experiences’**.

**Our Values**

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

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| Always inspired by Goodwood’s heritage | Daring to surprise and delight | Striving to do things *even* better | Sharing our infectious enthusiasm |

**Purpose of the role**

To provide administrative support and work as part of the team at the heart of the planning and delivery of the headline Motorsport events at Goodwood. To maintain the high level of operational delivery and, where possible, improve practices and processes, using multiple software systems.

**Key responsibilities**

* Various administrative tasks in relation to the smooth running of the events department
* To ensure that attention to detail and timely customer service is at the heart of delivery
* Process purchase orders, invoices and re-charges
* Proactively liaise with directors, internal employees and contractors, as required, and develop positive working relationships with key contacts
* Provide on event support over the Goodwood Members Meeting, Festival of Speed, Eroica Britannia and Goodwood Revival
* Produce documents, briefing papers and reports as required
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Great attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself and others
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* Exceptional organisational skills
* A sense of fun!

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

* Experience of working in an office environment.
* The ability to proactively find sources for information.
* Confidence in using Microsoft programmes and the ability to learn new computer systems.
* A passion for making things happen.
* Strong relationship management and communication skills, both written and verbal
* Ability to work both independently and as part of the Motorsport Event Team
* Ability to be flexible and cope with ever changing priorities
* High level of energy and enthusiasm
* Must have a full UK Driving Licence.