

**GOODWOOD**

**The Role**

The Motorsport Event Plannerwill be part of Motorsport Event Operations Department and report to one of the Event Managers.

**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, 12,000 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 Daring 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**

To work as part of the team responsible for planning and delivering the headline Motorsport events at Goodwood. To maintain the high level of operational delivery and, where possible, improve practices and procedures.

To take responsibility for certain areas of event infrastructure as assigned by any of the Goodwood Event Managers with all the associated operational and logistical planning, from outset to completion, by effecting proactive administration and the procurement of infrastructure through the maintenance of excellent supplier relations.

To support the Event Managers with the engagement of sustainable and profitable growth across any allocated event and to create a positive people culture to assist with the delivery and vision of “One Goodwood.”

**Key responsibilities**

* To ensure that attention to detail and timely customer service is at the heart of event delivery.
* To manage all budgeting processes (including facilitating purchase orders, invoices and re-charges).
* Find creative solutions to help improve customer experience and increase event income.
* To proactively act upon customer feedback to ensure events continuously improve.
* To manage your areas of delivery within event build schedules and work as part of the team to resolve conflicts early in the planning phase.
* Ensure all event requirements are understood and communicated to allow forward planning, sensible purchasing and to facilitate the delivery to a critical path.
* To support, administer and ensure smooth delivery of the events on time and to budget via weekly forecasting and critical path administration.
* To gain a working knowledge of the event delivery and cross-seeding Goodwood event best practice to ensure best in class operational delivery.
* To oversee the installation of essential event infrastructure whilst ensuring all timings and installations are in accordance with the event build schedule.
* To ensure that the event is prepared on the ground and made ready no later than 24 hours prior to gates opening.
* To support the Event Managers in delivering the events to the ISO20121sustainability standard.

**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
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

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

* Excellent organisational skills, with the ability to multi-task and think laterally
* Working knowledge of event best practise standards
* Excellent interpersonal and communications skills
* Ability to use initiative and confident when dealing with customers
* Ability to manage budgeting systems
* Confidence in communication with all levels of staff and external contacts and suppliers
* Ability to work both independently and part of the Motorsport Event Team
* Ability to be flexible and cope with ever changing priorities
* To have knowledge of MS products (including Word, Excel)
* Good education background – ideally educated to degree level
* Knowledge of Health and Safety standards and practices
* Must have a working knowledge of outdoor events and a driving Licence

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 1 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 2 |