

**GOODWOOD**

**The Role**

The **Event Planner** will be part of **Motorsport Event Operations Team** and report to an **Event 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 work as part of the Event Operations team at the heart of the planning and delivery of the headline Motorsport events at Goodwood. You will manage the day-to-day operational delivery to the highest standard and, where possible, improve practices and procedures, ultimately ensuring excellent customer experience at all Goodwood Events.

To take responsibility for areas of event design, planning and 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 manage your areas of event infrastructure, including all operational and logistical planning
* Be the go-to person for your event areas, developing your technical knowledge
* To ensure that attention to detail and timely customer service is at the heart of event delivery
* To manage all budgeting processes (including negotiating costs, facilitating purchase orders, invoices and re-charges)
* Continuously improve the events using your knowledge and experience along with customer feedback
* To oversee the installation of essential event infrastructure on site, whilst ensuring all timings and installations are in accordance with the event build schedule
* To ensure all event requirements are understood and communicated to allow forward planning, sensible purchasing and to facilitate the delivery to a critical path
* Various administrative tasks in relation to the smooth running of the events department
* Proactively liaise with directors, internal employees and contractors, as required and develop positive working relationships with key contacts.
* To attend events and perform other duties and tasks as required throughout the year
* Produce documents, briefing papers and reports as required
* Maintain up to date knowledge and understanding of the organisation and its objectives
* Act as an ambassador for the Goodwood brand at all times and ensure Group values are upheld to both external and internal contacts, through appropriate behaviour and performance
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role
* 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”
* Ability to prioritise and organise
* Proactive with a drive to go above and beyond
* Take responsibility for yourself and others
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* Highly organised and methodical
* A sense of fun!

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

* A passion for delivering Events, with a minimum of two years’ operational experience, focussing on greenfield sites
* An aptitude for accuracy, attention to detail and problem solving, with good judgement
* Natural ability to lead project groups and bring the best out of peers
* Excellent organisational skills, with the ability to multi-task and think laterally
* Ability to work to strict deadlines and remain calm under pressure
* Working knowledge of event best practise standards
* Ability to consistently manage budgeting systems accurately
* Strong relationship management and communication skills, both written and verbal and the ability to influence internal and external stakeholders at all levels
* Ability to work both independently and as part of the Motorsport Event Team
* Ability to be flexible and cope with ever changing priorities
* Knowledge of Health and Safety standards and practices
* Ability to grow networks internally and externally
* Broad current event industry knowledge
* Proactively implement improved ways of working
* Working knowledge of project management software and techniques
* To be proficient in the use of MS products (including Word and Excel)
* Must have a full UK Driving Licence
* Experience of using AutoCAD would be advantageous