

**GOODWOOD**

**The Role**

The **Group Projects Planner** will be part of the **Group Projects team**, reporting to the Group Projects Manager, and will play a key role in the delivery of various content and projects across the Event portfolio.

**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 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 team at the heart of the planning and delivery of the Group Projects across Goodwood (Goodwoof, Nucleus, Magnolia Cup, Qatar Goodwoof Festival and Doghouse events). To be responsible for the creation, planning and delivery of the content for Goodwoof. Ensure all aspects of content planning, documentation, ticketing and correspondence are completed in a timely and efficient manner.

**Key responsibilities**

* Research content themes and innovative ways to bring these to life at the events;
* Undertake thorough and effective creative research, identifying individuals, clubs, organisations and brands of interest and delivering these key areas of content;
* Administrational liaison and support with VIP guests/hosting where appropriate;
* Work with all stakeholders to ascertain and document the detail of what is required to successfully deliver content at the event; from physical space, to power, IT connections, storage, casual staff support etc;
* Prepare all documents, correspondence, information, instructions and regulations issued to guests and participants including formal invitations to the events;
* Communicate and correspond with a large variety of competitors, partners and consultants and undertake administration for the event content from end to end, including ticketing, accommodation, health and safety documentation, timetabling and invoicing;
* Work closely with other departments at Goodwood (in particular the commercial, communications and operations teams) and external suppliers for the event layout and operational elements;
* Support the Goodwoof Content Manager to create and curate the event content;
* Maximise the event activations of commercial event partners through creative ideas and solutions;
* Maintain and develop a database of content sources;
* Provide regular updates on the status of administration, identifying and communicating any gaps or risks to the rest of the team;
* Work closely with the marketing team about content releases;
* Take day-to-day budgetary decisions in those areas for which you are assigned responsibility;
* Produce reports and information relating to participants required by other departments, including operations teams, sponsors and event commentators;
* Act as a host during events, and as a public ambassador to Goodwood when required;
* Work closely with all internal and external stakeholders to contribute to the post-event debrief and the strategic planning of the following season;
* The working pattern is generally Monday – Friday but a lieu system operates and some weekend work is required during the event build and on events themselves

**Qualities you will possess**

* Passion for what you do
* Positive & friendly with a “can do attitude”
* Attention to detail
* Ability to prioritise & organise
* Proactive & take responsibility for yourself
* Creative & lateral thinker
* Confident to make decisions & to stand by them
* Good negotiation & influencing skills
* Excellent communicator
* Diplomatic yet persuasive approach – subtle seller
* Proficient with Microsoft Office programs
* A sense of fun!

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

* A passion for delivering events
* Excellent organisational skills, with the ability to multi-task and think laterally
* Strong relationship management and communication skills
* Working knowledge of event ‘best practice’ standards
* Ability to form and build mutually beneficial, long-term relationships and trust with internal and external stakeholders;
* Strong administration experience;
* Working knowledge of project management software and techniques
* Proficient in the use of Microsoft Office (including Word and Excel)
* Ability to work both as part of a team and under own initiative;
* Full clean UK Driving Licence