

**GOODWOOD**

**The Role**

The **Butler** will be part of the **Goodwood House West Wing team** and will report to the **Duke and Duchess of Richmond & Gordon**

**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 an exceptional Butler service to The Duke and Duchess of Richmond based at Goodwood House. To manage the day to day operations and maintain high standard of service at all times, with the support of the house team. Deliver with passion, a unique, attentive yet discrete and formal “domestic style service” in order to exceed house guests’ expectations.

**Key responsibilities**

* Ensuring the smooth running of front of house and servicing of principals and guests
* Liaise with The Duke and Duchess’ PAs, the house domestic staff and private chef, as well as the security team and the curator. Keeping abreast of the diary.
* Being organised for all social and family events
* Caring for household’s guests and visitors
* Receiving guests at the door and supervising the reception of visitors
* Cellar management of fine wine and spirits
* Maintaining cleanliness in pantry, stock rooms and garden pavilion
* Caring for silver, china, glassware, antiques and other specialist items
* Taking on duties of a chef or chauffeur if required
* Engaging and overseeing outside contractors and co-ordinating maintenance projects
* Organising extra waiting staff as required

**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
* Immaculate personal presentation
* Ability to anticipate others’ wishes and adapt accordingly
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Excellent communicator
* Integrity and a strong work ethic
* Total discretion
* A sense of fun!

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

* Experience as a Butler or in a similar hospitality industry is essential
* Discretion with the ability to provide exceptional service without being intrusive
* Flexibility with working hours, including weekends and Bank Holidays when required
* Confidence when dealing with people of all levels and backgrounds;
* A passion for delivering exceptional customer service;
* Highly organised, with excellent attention to detail
* Own or reliable transport is essential due to the rural location of the Goodwood Estate;
* A full, clean driving licence is required.