

**GOODWOOD**

**The Role**

The Junior Estate Event Planner will be part of Estate Sales Team and report to the Event Manager.

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**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 are 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**

The role of Junior Event Planner is to support the Estate Event Planners in the day-to-day organising and planning of events across the Goodwood Estate. Experience within events is not essential, as this role is an entry level position, giving the right candidate the tools to enhance and develop their career within Event Planning.

You will be assisting in the organising and planning of short lead events, booking internal meeting spaces, communicating the event details effectively & efficiently to the operational teams, assisting the Event Planners with event stationary (table plans, place cards, menus etc.) as well as assisting with set-up on event, to include corporate, weddings & social bookings.

**Key responsibilities**

* Looking after short lead corporate events, building a banqueting events order form, which will then be issued to the operations team, as well as being responsible for the invoicing and billing of the event
* Answering and inputting of internal meeting space enquiries, holding meeting space within our diary system iVvy, obtaining an internal booking form to be sent on to the operational teams
* Assisting the Event Planners with day-to-day organising of events, to include but not limited to, creation of event stationary (table plans, place cards, menus), booking internal meetings, checking supplier invoices against client billing/invoices, raising purchase orders
* Communicate effectively with the client throughout the booking process, ensuring we have the full understanding of the client’s requirements and identify areas for future business opportunities
* To promote the facilities of Goodwood in a professional manner and to act as an ambassador of the Estate by ensuring the efficient co-ordination of customer events through excellent planning skills
* To work alongside the Operational team in the lead up to ensure the smooth running of the event
* At every stage from sales/ organisation/co-ordination, ensure that the customers’ requirements are translated in an effective and timely manner to the relevant departments
* To ensure a timely customer response and efficient handling of all queries
* To work closely with and build relationships with key suppliers
* To ensure that the credit facilities, deposits and payments for all functions have been raised in alliance with Goodwood’s policies
* To work alongside the weddings & social events team to assist with new enquiries, conducting show rounds for customers upselling our venues and facilities, assisting the team with large wedding set-up

**Qualities you will possess**

* Passion for event planning
* Positive and friendly with a “can do attitude”
* Exceptional attention to detail
* Ability to prioritise and organise own workload
* Take responsibility for your own workload
* Ability to work within a fast pace environment
* Excellent communicator
* A sense of fun!

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

* IT literate and systems orientated
* Must live within a reasonable commuting distance from Goodwood and have access to reliable transport
* Knowledge of the hospitality industry
* Excellent verbal & written communication skills
* Good organisational & administration skills
* Experience in a sales and planning environment desirable
* Excellent attention to detail
* Can work within a team and use own initiative