

**GOODWOOD**

**The Role**

The Motor Circuit Operations Steward will be part of The Motor Circuit Team within the Estate Division and report to the Assistant Motor Circuit Operations Manager.

**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 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 support the Assistant Circuit Operations Manager and Senior Operations Steward in the efficient running of the motor circuit by delivering a safe environment for staff and customers. To continually maintain all standards, procedures, and working practices and ensure that all relevant regulations are complied with. You will work proactively to deliver exceptional customer service and support customers with their events to ensure we deliver above and beyond expectations.

**Key responsibilities**

* Assume overall responsibility when rostered as “Duty Track Steward,” for general conduct and control of events, and be responsible for first aid on all events at the circuit where an onsite paramedic isn’t available.
* Ensure you maintain a great working relationship with all full time and casual staff across the business. And be prepared to assist other areas of the business with their events when possible.
* Implement all daily Health & Safety requirements in accordance with current and future legislation.
* To have a good understanding of all Microsoft products and assist the Motor Circuit Operational team with any admin tasks that need completing, whether this is rotas, invoicing, or diary management.
* Ensure that the conditions of the permit and track license (where appropriate) have been fulfilled before the start of the track day, practice, or the competition (as appropriate)
* Ensure the correct level of control is maintained in accordance with the current planning conditions, and procedures are followed to record information relating to any issues in the Motor Circuit Diary (Log Book).
* Compile accurate reports detailing particulars of all accidents involving injury or damage to individuals, equipment, vehicles, or structures highlighting action taken thereon together with any recommendations.
* Check and maintain safety equipment used at the circuit and ensure all medical equipment is in date and audited.
* Ensure that the circuit is inspected before morning and afternoon sessions and does not present any unreasonable hazards to competitors, marshals, or spectators. Carry out similar inspections after a circuit incident and/or periods of severe weather.
* Assist in re-build of tyre walls and other infrastructure following a vehicle incident.
* Provide an exceptional level of customer service.
* Maintain impeccable presentation and cleanliness of all outdoor areas. Ensure the marshals morning duties are completed and event specific areas are focused on.
* To work with the Assistant Motor Circuit Operations Manager to ensure all vehicles classic, performance, and off road are ready for use when 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
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Excellent communicator
* A sense of fun!

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

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| * Computer literacy with the ability to use Microsoft packages * Planning and organisation skills * Enthusiastic and self-motivated * Ability to work as part of a team * Experience with spreadsheets, reporting, and back of office solutions |
| * Must live within a reasonable commuting distance from Goodwood and have access to reliable transport * Able to work weekends, bank holidays, and evenings to meet the needs of the business * A passion for good service * Enjoy outdoor work * Have an understanding of Motorsport on a national and international level and the motorsport governing bodies. * And expect the unexpected |