

**GOODWOOD**

**The Role**

The **Motorsport Content Operations Assistant** (part time) will be part of the Motorsport Content Team.

**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 Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

Assist with administration relating to implementation and delivery of the vehicular content for the Members’ Meeting, Festival of Speed and Goodwood Revival.

**Key responsibilities**

* Assist in processing and acknowledging receipt of all entry forms and associated documents, ensuring that all participant details are properly updated on the relevant databases
* Assist in the allocation, preparation and dispatch of participant tickets
* Provide administrative support, including communication with competitors, general correspondence, answering telephone enquiries and preparing outgoing post in line with requirements set out by the Senior Content Planner and/or their representative
* Act as a host during each event, and as a public ambassador for Goodwood when required
* Undertake any other tasks reasonably expected of you

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Proficient in Microsoft Office
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Confident telephone manner
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

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

* Strong administration experience
* Strong organisational skills
* Enthusiastic and self-motivated
* Areas of specialist interest and knowledge relating to motoring/motor sport
* Able to work flexibly to meet the needs of the business

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 1 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 1 |