

**GOODWOOD**

**The Role**

The **Motorsport Content Operations Planner** 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**

* Provide administrative support, including communication with competitors, general correspondence, answering telephone enquiries in line with requirements set out by the Operations Manager and/or their representative.
* Assist with assembling and issuing all formal invitations to the events, including mail merges, taking the lead, when appropriate, on one of the headline events.
* Assist with processing and acknowledging receipt of all entry forms and associated documents, ensuring that all participant details are properly updated on the relevant databases for the events.
* Collate requirements for participant ticketing, to include ensuring correct collateral is ordered and products are built on ticketing system for a designated event.
* Assist in the allocation, preparation and dispatch of participant tickets.
* Act as a point of contact for allocated VIP drivers attending the events, managing accommodation and travel arrangements where necessary.
* Liaise with other Goodwood departments and external suppliers/contractors in respect of stock control.
* Act as a host during each event, and as a public ambassador for Goodwood when required.
* Contribute to the post-event debrief and strategic planning for the following season to include collating departments comments and submitting for the Revival.
* 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!

**Hours of work**

Full time (40hrs per week) on a fixed term basis (maternity cover).

**Goodwood Framework**

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