

**GOODWOOD**

**The Role**

The **Motorsport Event Operations Manager** will be part of the Event Operations department, helping lead a team of Event Planners, and report to the Event General 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**

Responsible for the operational delivery of the event infrastructure, along with bringing together larger projects, as assigned by the Event General Manager, with all the associated operational and logistical planning from outset to completion, by effecting proactive administration of the operations team, broadening exposure to our customers, and the procurement of infrastructure through the maintenance of excellent supplier relations.

To use the role to learn and apply skills crucial to progression to Goodwood senior management roles.

To support the General Manager with the engagement of sustainable and profitable growth across the Event and to create a positive people culture to assist with the delivery and vision of “One Goodwood.”

**Key responsibilities**

* To oversee the installation of all event infrastructure, ensuring timings and installations are in accordance with the event build schedule;
* To keep the flow of communications around the event and developments clear and current among all stakeholders;
* Lead, support and develop the Event Planners. Ensure the Event Planners fully understand what is expected of them to develop their professional skills accordingly;
* Day to day management of the Event Planners, with regular 121s;
* Responsible for the Operations budget, allocating spend, and finding cost efficiencies;
* To ensure that attention to detail and timely customer service is at the heart of event delivery;
* To ensure all purchase orders, invoices and re-charges are handled and settled in line with the planning timelines;
* Find creative solutions to help improve customer experience and increase event income;
* To proactively seek and act upon customer feedback to ensure events continually improve;
* Bring together the supporting planning teams from across the wider business to resolve conflicts early in the planning phase;
* Ensure all event requirements are understood and communicated to allow forward planning, sensible purchasing and to facilitate the delivery to a critical path;
* To support, administer and ensure smooth delivery of the events on time and to budget via weekly forecasting and critical path administration;
* To gain a working knowledge of the event delivery and cross-seeding Goodwood event best practice to ensure best in class operational delivery;
* To ensure that the event is prepared on the ground and made ready no later than 24 hours prior to gates opening;
* To support the business in delivering the events to the ISO20121sustainability standard;
* To lead and deliver projects as assigned by the General Manager and Motorsport Director.
* Maintain and develop your professional skills in order to support other Events where appropriate – e.g. in acting as Event Safety Officer for them.
* Act as an ambassador for the Goodwood brand at all times and to ensure Group values are upheld to both external and internal contacts, through appropriate behaviour and performance.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a ‘can do’
* attitude
* Exceptional attention to detail
* Ability to prioritise and organise
* Proactive
* Taking responsibility for yourself and others
* Confidence to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* Exceptional organisational skills
* A leader amongst peers
* A sense of fun!

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

* Passionate about live Events
* To have an excellent eye for design, to understand the importance of bringing ideas to life and creating unique experiences
* Working knowledge of event best practise standards
* Ability to consistently manage budgeting systems accurately
* Ability to work both independently and as part of the Motorsport Event team
* Ability to be flexible and cope with ever changing priorities
* Excellent PC skills with the ability to use Microsoft Office and Auto CAD
* Knowledge of Health and Safety standards and practices
* Previous relevant experience of working in senior event planning roles
* Ability to grow networks internally and externally
* Broad current event industry knowledge including outdoor events
* Proactively implements improved ways of working
* Naturally leads project groups
* Good knowledge of project management software and techniques