**Partnerships Executive**
**Reports to:** Head of Partnership Management

**Notice Period**: 4 weeks

**The Role**

As **Partnerships Executive**, you will play a key role in supporting the Partnership Management team to deliver exceptional service to our commercial partners. You will ensure smooth operations through efficient administration, financial coordination, database management, and proactive support for pre-, on-, and post-event activities. Along with some direct Partnership Management responsibilities.

**Key Responsibilities**

* Manage and maintain team documents, critical paths, and systems to ensure efficiency year-round.
* Provide administrative support, including diary management, data entry (Delphi/CRM), reporting, and general coordination.
* Act as a key point of contact for internal stakeholders (Finance, Event Operations, Marketing & PR, Sponsorship Sales, etc.) and external partners’ finance and event planning teams.
* Support financial processes including raising invoices for sponsorship and event costs, tracking payments, and updating CRM records.
* Collaborate with the Partnerships Executive colleague to streamline processes and champion continuous improvement.
* Take the lead on delivering for a select group of commercial partners’ contracted rights, including ticketing, branding, and sponsorship assessments.
* Provide hands-on support at Goodwood events, ensuring partner requirements are fulfilled.
* Represent the Partnership Management team in internal meetings and circulate key updates/minutes.

**What We’re Looking For**

You’ll thrive in this role if you are highly organised, detail-driven, and passionate about delivering outstanding partner experiences.

**Qualities You’ll Bring**

* Positive, friendly, and proactive with a “can-do” mindset
* Strong attention to detail and organisational skills
* Excellent communication skills (written and verbal)
* Confidence in managing upwards and influencing internal stakeholders
* Team-oriented but able to take ownership of tasks
* Flexible and adaptable in a fast-paced, event-driven environment
* A sense of fun and enthusiasm for what you do

**Skills & Experience**

* Proficient in Microsoft Office and CRM systems (Delphi experience desirable)
* Comfortable with spreadsheets, reporting, and back-office solutions
* Strong numerical and analytical ability
* Prior experience in administration, finance support, or partnerships preferred
* Own or reliable transport is essential due to our countryside location