

**GOODWOOD**

**The Role**

The **Personal Assistant** to The Duke of Richmond will be part of the Executive Office and report to the Executive Manager to The Duke of Richmond.

**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 be 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 work as part of the fast-paced Executive Office supporting The Duke of Richmond. The team manage all aspects of The Duke of Richmond’s day-to-day UK and international activities and represent The Duke of Richmond in all interactions with the internal management team, customers, and VIPs.

 Keeping abreast of all activities and ever-changing priorities through listening, reading, and communicating, is crucial in the way the team works.

The main focus of this role involves managing The Duke of Richmond’s outgoing correspondence, drafting correspondence on The Duke of Richmond’s behalf, assisting with ad-hoc projects throughout the year, overseeing The Duke of Richmond’s private and loaned vehicles, assisting with audio/copy typing, some diary management (as required), CRM/contact databases and all general office duties.

**Key responsibilities**

**General Administration:**

* Establish rigorous and logical processes to best manage all outgoing correspondence from the Office, liaising with the team and other departments as necessary.
* Establish rigorous and logical processes to best manage all incoming post; sorting important/urgent matters, invitations, financials, notes of thanks, magazines, junk mail and cc’ing correspondence to other departments and requesting draft responses on behalf of The Duke of Richmond where necessary.
* Managing and recording accepted and declined invitations for the Bribery Act; accepted invites with value over £75 to be listed on Bribery register, declined invites to be held for 6 months.
* Manage the incoming transcriptions and provide holiday cover where necessary.
* Draft letters and emails on The Duke of Richmond’s behalf where appropriate and necessary.
* Assisting with all ad-hoc projects; A27, Cathedral Cities, Charlton Hunt, Members’ Meeting Governors, Nucleus, Magnolia Cup and any others which require Executive Office assistance.
* Managing incoming and outgoing gifts, updating the Bribery Act register & preparing thank you notes as necessary.
* Manage event thank you’s and gifts
* Assist with the administration of The Duke of Richmond’s loaned and owned vehicles ensuring timely MOTs, servicing, tax, insurance and mileage updates and ensure in Wrike and all details are up to date and correct.
* Liaise with Curator and Company Secretary to keep The Duke of Richmond’s directorships/patron register up-to-date.
* Monitor and order stationery supplies for the office.
* Appropriately assist with The Duke of Richmond’s telephone calls, enquiries and requests.
* Support keeping CRM up-to-date at all times.
* Proofread presentations and speeches as required
* Assist with post, filing, photocopying, scanning, document preparation, producing briefing papers, reports and presentations.
* Ensure relevant tasks are added to Wrike and are kept updated and accurate

**Relationship Management:**

* Proactively liaise with clients, suppliers, family and staff members as required and develop positive working relationships with key contacts.
* Work as part of the team to meet and greet visitors, family friends and VIPs at events.
* Attend events and perform other duties and tasks as required, supporting The Duke of Richmond’s office throughout the year, always acting as an ambassador for the Goodwood brand.

**General:**

* Observe complete confidentiality at all times.
* Carry out background research where required and present findings.
* Maintain up-to-date knowledge and understanding of the organisation and its aims and objectives.
* Act as an ambassador for the Goodwood brand at all times and ensure company values are upheld in relation to both external and internal contacts, through appropriate behaviour and performance.
* Undertake any other duties as requested in accordance with the scope and responsibilities of the role.

**Qualities you will possess**

* Team player
* 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 and your role
* Confident to make decisions and stand by them
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!
* High level of integrity, discretion and dependability with passion for high quality work
* Polite, calm, welcoming and enthusiastic disposition
* Ability to connect the dots between multiple activities and interfaces
* Excellent writing skills, grammar and spelling.

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

* Proven relevant administrative and secretarial experience in a busy fast paced environment supporting multiple executives. This could be in a busy corporate environment or a smaller entrepreneurial business, but it must have been fast paced, busy and had ever changing demands and priorities.
* Proven relevant experience in managing multiple email inboxes.
* Experience in dealing with high level interfaces internally and externally including VIPs and VVIPs.
* Good standard of education.
* Excellent written and typing skills, including letter writing, report writing and presentation of information.
* Excellent PC skills including the use of Microsoft Office, Outlook, Word, Excel, PowerPoint and CRM.
* Must be able to work on weekends, Bank Holidays and evenings in line with the events calendar.