

**GOODWOOD**

**The Role**

The **Motorsport Senior Event Planner** will be part ofthe Event Operations Team and report to one of the Event Managers.

**About us**

Goodwood is a quintessentially English estate, set in 12,000 acres of rolling West Sussex countryside. Rooted in our heritage, we deliver extraordinary and engaging experiences in modern and authentic ways. But what really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes Goodwood the unique place it is.

**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 Goodwood to be **‘the home of exceptional experiences’**.

**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**

To work as a senior member of the planning team responsible for planning and delivering the headline Motorsport events at Goodwood. To maintain the high level of operational delivery and proactively improve practices and procedures across the operational areas.

To take responsibility for certain areas of event infrastructure, along with bringing together larger operational projects, as assigned by any of the Goodwood Event Managers, with all the associated operational and logistical planning from outset to completion, by effecting proactive administration, 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 management roles.

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

**Key responsibilities**

* To ensure that attention to detail and timely customer service is at the heart of event delivery.
* To manage all budgeting processes (including negotiating costs, facilitating purchase orders, invoices and re-charges).
* Find creative solutions to help improve customer experience, increase event income and reduce costs.
* To proactively act upon customer feedback, driving event development through creativity and innovation.
* Contribute to the creation of build schedules, ensuring your areas of event delivery work for both your suppliers and the wider event build, working as part of the team 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 wider event and ensure best in class operational delivery.
* To oversee the installation of essential event infrastructure whilst ensuring all timings and installations are in accordance with the event build schedule.
* Become a technical expert in your areas of event delivery.
* To interpret a basic brief and be able to research and compile information into a creative format such as a mood board, a design (CAD or other) or written brief in order to develop a concept for the event.
* The ability to independently challenge, evolve and communicate this concept.
* Nurture contractor relationships, whilst ensuring they deliver to the required standard within the designated time frame.
* To champion good H&S working practices on site and ensure Goodwood site rules are followed at all times.
* Supervision and day-to-day task management of temporary staff, whilst actively supporting their growth and development.
* Proactively liaise with directors, internal employees and contractors, and develop positive working relationships with key contacts to become the ‘go-to’ contact within the operations team.
* To support the Event Managers in delivering the events to the ISO20121sustainability standard.
* In addition to the Motorsport Events, there will be requirements to support across other events throughout the year (including horseracing and Goodwoof).
* To lead and deliver projects as assigned by any of the Event Managers.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Excellent attention to detail
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself and others
* Confident 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?**

* A passion for delivering events; embracing and thriving in a dynamic, fast paced environment
* Excellent organisational skills, with the ability to multi-task and think laterally
* Natural ability to lead project groups and bring the best out of peers
* Excellent interpersonal skills with the ability to grow networks internally and externally
* Confidence in communication with all levels of staff and external contacts, suppliers and customers
* An effective problem solver, using good judgement
* 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
* Proactively implements improved ways of working
* Knowledge of Health and Safety standards and practices
* Working knowledge of event best practise standards
* High level of energy and enthusiasm
* Proficient in the use of MS products (including Word, Excel)
* Proficient CAD user
* Working knowledge of project management software and techniques
* Broad current event industry knowledge including outdoor events
* A valid UK driving licence