

**GOODWOOD**

**The Role**

The **Social Events Coordinator** is an integral part of the Executive Team. You will be supervised by the Social Events Planner and report into the Chairman’s Office.

**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**

You will work as part of the fast-paced Executive Office supporting the Chairman’s Social Events. The primary focus of this role involves inviting the Chairman’s personal guests to all his key events, monitoring replies and ensuring all their ticketing arrangements are in order.

Typical duties include communicating with the Chairman’s guests (online and face to face), updating CRM, producing ticket packs and seating plans for event dinners/parties. Events, include all the Goodwood Headline Events, Private Track Days and Shoot Days. You will represent the Chairman in all interactions with our internal management team, customers and his personal guests.

You will be a proven administrator with a passion for detail and comfortable dealing with high volumes of work. You will be self-motivated with an appetite to keep up-to-date on ever-changing priorities through active listening, reading and communication.

**Key responsibilities**

**Events**

* Support in the delivery of the invitation process alongside the Social Events Planner, to ensure arrangements are made and confirmed to all parties concerned in good time and that all guests have the information they require for their visit.
* Support the ticketing process to ensure all VIP guests receive the correct tickets in a timely manner, whilst working closely with the Dispatch Team to ensure a seamless process.
* Communicate effectively with other teams over the events- Content Team, Partnership Management and House Events Team, in a timely manner.
* Support in the co-ordination of the Chairman’s private guests staying in Goodwood House and The Goodwood Hotel, including all transportation and ticketing.
* Support the distribution of invitations for evening functions.
* Support the Social Events Planner in the organisation and delivery of the Friday Dinners and Saturday Parties for each event. Assist in creating table plans and liaise with the Chairman on seating; create guest lists. Ensure absolute accuracy and host ‘on the night’ until all guests are seated appropriately. Support the guest check-in at the dinners, and assist in troubleshooting any issues that may arise.
* Liaise with the calligrapher for name badges for the guests for the Old Control Tower (specifically for the Members’ Meeting and Revival).
* Send invites and support in the organisation of the arrangements for the Chairman’s private track and shoot days. Pull together photographs and short biographies of guests for the management team who attend on the day.

**General Administration**

* Support the updating of the Chairman’s Master Invitation list.
* Monitor Wrike, keeping in mind completing the tasks on time.
* Support with the Motorsport Archive, including the obtaining, counting and recording of all metal badges, posters, party invitations, leaflets and printed items.
* Support CRM updates at all times.
* Be aware of the other team members workload and assist where required. Ensure deadlines are met and office morale is kept at a high level.
* Maintain accurate seating records for future reference.
* Maintain up-to-date knowledge and understanding of the organisation and its aims and objectives.

**Relationship Management**

* Proactively liaise with VIP guests, family, suppliers and internal staff members as required to develop positive working relationships with key contacts.
* Act as an ambassador for the Goodwood brand at all times; 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**

* Ability to work under pressure and to tight deadlines
* Passion for what you do
* Team player
* Positive and friendly with a “can do attitude”
* Attention to detail
* Multi-tasking and comfortable with high volumes of work
* Ability to prioritise and organise
* Proactive self-starter
* Take responsibility for yourself and your role
* Ability to connect the dots between multiple activities and interfaces
* Confident to make decisions and to 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

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

* Attention to detail
* Proven relevant administrative and/or secretarial experience within a busy fast paced environment, with ever changing demands and priorities
* Excellent PC skills including the use of Microsoft Office, Outlook, Word and Excel
* Exceptional communication skills including written, typing and letter writing
* Experience in dealing with high level interfaces internally and externally
* Experience in anticipating senior stakeholder requests and proactive response to business needs
* Must be able to work on weekends, Bank Holidays and evenings in line with the events calendar
* Polite, welcoming and enthusiastic disposition
* Calm under pressure
* Ability to multi-task
* Team player