

**GOODWOOD**

**The Role**

The **Motorsport Competitions Planner** will be part of Motorsport Competitions and report to the Motorsport Competitions 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 Daring Do Obsession for Perfection Sheer Love of Life**

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| We employ meticulous attention to detail to create experiences, as they should be. We are honest and open. | We don't mind breaking the rules to create the best possible experiences. We will take tough decisions | It’s a team thing – everybody mucks in to make things happen. We're madly passionate about what we do | We want to make everyone feel special by loving what we do. |

**Purpose of the role**

Responsible for the creation, planning, co-ordination, implementation and delivery of the vehicular content, that makes up Goodwood’s motor sport events, in accordance with each event brief and budget.

**Key responsibilities**

* Research and devise appropriate themes, anniversaries and inspired ‘angles’ that will form the editorial framework of Goodwood’s major events. Liaise with clubs, organisations and specialist consultants with regard to the above.
* Maintain and develop a database of content sources, both vehicular and otherwise.
* Acknowledge and record all speculative applications to take part in the motor sport events.
* Correspond as appropriate with all participants and prospective participants; assist the department in answering general and technical enquiries regarding the events.
* Research, create and maintain participation lists of the greatest and most appropriate available content for your areas of responsibility. Ensure that this content is relevant to the major themes of the overall event plan, and that it fulfils any requirements of the events’ sponsors.
* Assist with preparation of documents, correspondence, information, instructions and regulations issued to guests and participants including all formal invitations to the events.
* Assist in processing and acknowledging receipt of all entry forms and associated documents, ensuring that all vehicle and participant details are properly updated on the database.
* Review the process of building event editorial periodically to ensure that content is being administered properly and in good time to deliver the desired result.
* Liaise with other Goodwood Departments and external suppliers in the planning of all logistics and facilities for participants at events (e.g. timetables, car parking routes, camping provision, impact of other developments on competitors etc).
* Assist in the marketing of the events by providing ideas, strategic planning, text, information, picture research and proof-reading skills where necessary.
* Take day-to-day budgetary decisions in those areas for which you are assigned responsibility.
* Assist in the allocation, preparation and dispatch of participant tickets as required; monitor distribution to ensure contents are correct and no-one is forgotten.
* Produce reports and information relating to participants required by other departments, including BARC, MSA, information offices and event commentators.
* Act as a host during each event, and as a public ambassador to Goodwood when required.
* Assist in commercial planning through the preparation of budgets and business plans.

**Qualities you will possess**

* 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
* Creative and lateral thinker
* Confident to make decisions and to stand by them
* Good negotiation and influencing skills
* Excellent communicator
* Compelling passion and enthusiasm for Motoring
* Diplomatic yet persuasive approach – subtle seller
* Work well under pressure and in a fast paced environment
* A sense of fun!

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

* Broad general knowledge and fundamental interest in all things motoring and the motor sport industry, both past and present
* Strong administration experience
* Some experience of project management and implementation
* Ideally a background in Event Planning
* Strong organisational skills
* Areas of specialist interest and knowledge relating to motoring/motor sport
* Degree/A-Level or equivalent education
* Media or editorial experience would be an advantage

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 2 |
| Taking Personal Responsibility | 2 |
| Encouraging Excellence & Commercial Success | 2 |
| Working Together | 2 |