

**GOODWOOD**

**The Role**

The **Motorsport Content Operations Junior Planner** will be part of the Motorsport Content Team.

**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**

Deliver all aspects of administration relating to implementation and delivery of the vehicular and driver/rider content for the Members’ Meeting, Festival of Speed and Goodwood Revival.

**Key responsibilities**

* Provide all aspects of administration, including communication with competitors, general correspondence and answering telephone enquiries
* Assist with assembling and issuing all formal invitations to the events, including mail merges and taking the lead when appropriate, on one of the headline events
* Processing and acknowledging receipt of all invited competitors and associated documents, ensuring that all participant details are properly updated on the relevant databases for the events
* Collate requirements for participant ticketing, to include ensuring correct collateral is ordered and products are built on the ticketing system for designated events
* Liaising with the dispatch office to ensure preparation and dispatch of participant tickets
* Act as a point of contact for allocated VIP drivers/riders attending the events, managing accommodation and travel arrangements where necessary
* Act as a host during each event, and as a public ambassador for Goodwood when required
* Contribute to the post-event debrief and strategic planning for the following season
* Managing all staffing requirements including passes and food vouchers for all events
* Be a point of contact for event content participants across the three events
* Undertake any other tasks reasonably expected of you.

**Qualities you will possess**

* Passion for what you do
* Positive and friendly with a “can do attitude”
* Attention to detail
* Proficient in Microsoft Office
* Ability to prioritise and organise
* Proactive
* Take responsibility for yourself
* Confident to make decisions and to stand by them
* Confident telephone manner
* Good negotiation and influencing skills
* Excellent communicator
* A sense of fun!

**Hours of work**

Full time (40hrs per week) on a fixed term basis for a one-year contract.

**Goodwood Framework**

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| **BEHAVIOUR** | **LEVEL** |
| Think Customer | 2 |
| Communication & Trust | 1 |
| Taking Personal Responsibility | 2 |
| Encouraging Excellence & Commercial Success | 1 |
| Working Together | 2 |