



GOODWOOD

The Role

The **Motorsport Content Junior Planner** will be part of the Motorsport Competitions 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

We employ meticulous attention to detail to create experiences, as they should be. We are honest and open.

Daring Do

We don't mind breaking the rules to create the best possible experiences. We will take tough decisions

Obsession for Perfection

It's a team thing – everybody mucks in to make things happen. We're madly passionate about what we do

Sheer Love of Life

We want to make everyone feel special by loving what we do.

Purpose of the role

Assist in 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, taking the lead on, and responsibility for, specific areas of each event.

Key responsibilities

- Assist in researching and devising 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.
- Assist in maintaining and developing a database of content sources, both vehicular and otherwise.
- Correspond as appropriate with all participants and prospective participants; assist the department in answering general and technical enquiries regarding the events.
- Assist with preparation of documents, correspondence, information, instructions and regulations issued to guests and participants, including all those relating to your areas of responsibility.

- Assist in assembling and issuing 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.
- Assist in the allocation, preparation and dispatch of participant tickets as required; monitor distribution to ensure contents are correct and no-one is forgotten.
- Evaluate existing operational and administrative procedures to optimise efficiency.
- 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 for Goodwood when required.

Qualities you will possess

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| <ul style="list-style-type: none"> • Passion for what you do • Positive and friendly with a “can do attitude” • Attention to detail • Ability to prioritise and organise • Proactive | <ul style="list-style-type: none"> • Take responsibility for yourself • Confident to make decisions and to stand by them • Excellent communicator • A sense of fun! |
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What do you need to be successful?

- A strong passion for motoring and the motor sport industry, both past and present
- Strong administration experience
- Strong organisational skills
- Degree/A-Level or equivalent education

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

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