



GOODWOOD

The Role

The **Motor Sport Event Planner** will be part of Motor Sport Event Operations Department and report to one of the Event Managers.

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

Real Thing	Derring-Do	Obsession for Perfection	Sheer Love of Life
Always inspired by Goodwood's heritage	Daring to surprise and delight	Striving to do things <i>even</i> better	Sharing our infectious enthusiasm

Purpose of the role

Working as part of the Event Planning Team, responsible for the operational planning and delivery of the three headline motorsport events.

The Event Planner will deliver various elements of the event infrastructure, as assigned by any of the Goodwood Event Managers, including all operational, logistical and budgetary planning.

To support the Event Managers with sustainable and profitable growth across the events but also to continue Goodwood's long-standing reputation for producing excellent motorsport events.

Key responsibilities

- To ensure that **attention to detail** and excellent customer experiences is at the heart of event design and delivery.
- To **assist in managing all budgeting processes** (including facilitating purchase orders, invoices and re-charges).
- Find **creative solutions** to improve customer experience and increase event income, whilst proactively acting upon customer feedback to ensure events continuously improve.

- To plan your areas of event infrastructure within **event build schedules** and work as part of the team to resolve conflicts early in the planning phase.
- To **oversee the installation** of essential event infrastructure whilst ensuring all timings and installations are in accordance with the event build schedule, ensuring that the event is prepared on the ground and made ready no later than 24 hours prior to gates opening.
- To ensure **best in class** operational delivery.
- To support the Event Managers in delivering the events to the ISO20121 sustainability standard.

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"> • Confident to make decisions and to stand by them • Good negotiation and influencing skills • Excellent communicator • A sense of fun! |
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What do you need to be successful?

- Excellent interpersonal and communications skills
- Ability to use initiative
- Confident when dealing with customers
- Excellent organisational skills
- Ability to manage budgeting systems
- Ability to multi-task and think laterally
- Confidence in communication with all levels of staff and external contacts and suppliers
- Ability to work both independently and as part of the Motorsport Event Planning Team
- Ability to be flexible and cope with ever changing priorities
- To have knowledge of MS products (including Word, Excel)
- Good education background – ideally educated to degree level
- Knowledge of Health and Safety standards and practices
- Working knowledge of event best practise standards
- Must have a working knowledge of outdoor events
- Have a logistical awareness of Event infrastructures
- Have a basic knowledge of CAD programmes
- Current and valid Driving Licence

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	1
Encouraging Excellence & Commercial Success	1
Working Together	2