



# GOODWOOD

## The Role

The **Event Planner** will be part of the Event Operations team 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

### The Real Thing

Always inspired by Goodwood's heritage

### Daring Do

Daring to surprise and delight

### Obsession for Perfection

Striving to do things *even* better

### Sheer Love of Life

Sharing our infectious enthusiasm

## Purpose of the role

To work as part of the team at the heart of the planning and delivery of the headline Motorsport events.  
To maintain a high level of operational delivery and, where possible, improve practices and processes, ultimately ensuring excellent customer experiences at all Goodwood events.

## Key responsibilities

- Responsible for key areas of event design, planning and infrastructure, with all associated operational and logistical tasks, from outset to completion, whilst working closely with your team and all relevant stakeholders.
- To ensure that attention to detail and timely customer service is at the heart of event delivery.
- Support the Event Managers with the engagement of sustainable and profitable growth across any allocated event and to create a positive people culture to assist with the delivery and vision of “One Goodwood.”
- Find creative solutions to help improve customer experiences and increase event revenue.
- Proactively act on customer feedback to ensure continuous improvements.
- To manage all budgeting processes including facilitating purchase orders, invoices and recharges.
- To oversee the installation of essential event infrastructure whilst ensuring all timings and installations are in accordance with the event build schedule.
- To support the Event Managers in delivering the events to the ISO20121 sustainability standard.

### Qualities you will possess

- Passion for what you do
- Positive and friendly with a “can do attitude”
- Great attention to detail and problem solving skills
- Ability to prioritise and organise
- Proactive
- Take responsibility for yourself and others
- Confident to make decisions and to stand by them
- Good negotiation and influencing skills
- Excellent communicator
- Exceptional organisational skills
- A sense of fun and a team player

### What do you need to be successful?

- A passion for delivering events, with demonstrable experience that focusses on greenfield sites
- Excellent organisational skills, with the ability to multi-task and think laterally
- Strong relationship management and communication skills
- Working knowledge of event ‘best practice’ standards
- An understanding of Health and Safety standards and practices
- Working knowledge of project management software and techniques
- Proficient in the use of Microsoft Office (including Word and Excel)
- Experience of using AutoCAD would be advantageous
- Full clean UK Driving Licence