



GOODWOOD



The Role

The Goodwood Road Racing Club is looking for a **Junior Event Planner** to join it's growing team in a very exciting year. This role will report into the Senior Event Planner. The perfect candidate will ideally have some experience within the event industry and be looking to kick start their career here at Goodwood.

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.

Derring 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

The Goodwood Road Racing Club is a Club of like-minded motorsport enthusiasts centred around the Goodwood Motor Circuit. The Club is led by The Duke of Richmond and puts on a year-round calendar of exclusive exciting events at Goodwood and beyond for its Members.

This role will assist in providing an array of events across the year with the support of the Senior Event Planner. The successful candidate will be an active, energetic team player within the close-knit Goodwood Road Racing Club Team. The Junior Event Planner will be expected to take full responsibility for a selection of events already in the calendar, taking them from the planning stage all the way through to execution whilst successfully managing, reconciling and reporting on the financials and ensuring Members have the best experience possible. In addition, the position will support the team with all administrative tasks, including mailings to Members, answering telephone calls, assist with the renewals period as well as helping embed and grow the new GRRC Fellowship.

Key responsibilities

- Assist the Senior Event Planner with the implementation, execution and delivery of a diverse calendar of events including but not limited to: Driving Tours, Balls, Track Days and Social Events
- Assist with planning and managing our Members' experience at each of Goodwood's headline events; Member's Meeting, Festival of Speed and Revival.
- Assist other team members when required to ensure successful delivery of their own allocated events.
- Ensure that all administration, both pre and post-event, is conducted in an efficient and accurate manner including the tracking of all financial costs and forecasts, production of booking forms and marketing communications and obtaining feedback from Members.
- Be an ambassador for the GRRC both internally and externally, maintaining the highest customer service standards when communicating with Members via Telephone, Email and Face to Face.
- Keep abreast with industry trends and news, to assist in the creation of the following year's events calendar.
- Work with the GRRC team and wider marketing team to create and proof monthly Member mailings and communications.
- Liaise with other departments around the Estate regarding Club information, sharing news, and offers as well as building and maintaining relationships with external suppliers and stakeholders.
- Work with the GRRC team during the annual renewal and new member cycle.

This job description may not detail some lesser duties allocated to the Junior Event Planner role, and from time to time it is expected that there will be ad-hoc requirements from this position.

Qualities you will possess

- | | |
|--|---|
| <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 | <ul style="list-style-type: none"> • Proactive • Take responsibility for yourself • Excellent communicator • Broad commercial awareness • A sense of fun |
|--|---|

What do you need to be successful?

- | | |
|--|--|
| <ul style="list-style-type: none"> • Experience (or degree) within event industry • Excellent organisational skills • Efficient working practises • Knowledge of all Microsoft Office programmes | <ul style="list-style-type: none"> • A flexible approach to work which can be adapted to meet the needs of the business • Have access to their own transport and live within a reasonable commuting distance of the Goodwood Motor Circuit • Knowledge of Delphi and Talent Systems |
|--|--|

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

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