



# GOODWOOD

## The Role

The **Event Administrator** will be part of the **Event Planning Team** and report to the **Festival of Speed Operations Manager**.

## 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

### Derring-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

Responsible for processing all administration related to the Event Planning Team. You will proactively ensure that administrative tasks are completed in a timely manner with a high level of attention to detail.

## Key responsibilities

- Responsible for processing and administration of all Event Planning Team invoices
- Managing the pass request process on behalf of the Event Managers
- Receiving and processing all supplier contracts, ensuring the contract management system is up to date
- Responsible for planning, ordering and distributing all printing and wristbands related to the three headline motorsport events
- Distributing the post event debrief document and collating the responses
- Ensuring the insurance schedule is kept up to date and shared with the Company Secretary in a timely manner prior to each event
- Organising all Multi Agency Meetings including creating agendas, sending invites, booking a room and refreshments

<b>Qualities you will possess</b>
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| <ul style="list-style-type: none"> <li>• Passion for what you do</li> <li>• Positive and friendly with a “can do attitude”</li> <li>• Attention to detail</li> <li>• Ability to prioritise and organise</li> <li>• Proactive</li> <li>• Take responsibility for yourself</li> </ul> | <ul style="list-style-type: none"> <li>• Confident to make decisions and to stand by them</li> <li>• Good negotiation and influencing skills</li> <li>• Excellent communicator</li> <li>• A sense of fun!</li> </ul> |
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<b>What do you need to be successful?</b>
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- Experience working in an office environment
- Very strong administration skills.
- Ability to manage your own workload
- Ability to prioritise, organise and manage a diverse and complex workload
- Excellent written skills, including letter writing, report writing and presentation of all types of information including data
- Excellent Microsoft Office knowledge and ability, particularly Excel and Word
- To be IT literate and capable of picking up new technology easily
- Confidence and enthusiasm when communicating with others, being a ‘people person’
- Ability to adapt quickly to changing priorities and be flexible to support any of the team’s activities
- A willingness to work longer hours around the events, including weekends in the build up to and on event

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

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