



GOODWOOD

The Role

The **Forestry & Estate Maintenance Administrator** will be part of the Forestry team and report to the Forestry and Estate Maintenance 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

To provide a comprehensive administration service to the Forestry & Estate Maintenance Department. To be the first point of contact for the Forestry Department and act as an ambassador for both Goodwood and Forestry. This includes all maintenance requests and the co-ordination of all customer requirements, ensuring a timely response and efficient handling of all queries.

Key responsibilities

- To be responsible for all Forestry administration; including all associated paperwork purchase orders, deliveries, machinery and equipment maintenance and breakdowns, stationery etc.
- To maintain, organise and record all H&S and P&D related documentation including risk assessments, accident reporting, sickness, holidays, training and assist with recruitment processes.
- To support the Forestry Manager and Assistant Manager planning and co-ordinating short-term and long-term projects and providing associated paperwork.
- To undertake the management of the planning database (WRIKE); ensuring all works are recorded, updated and reviewed.

- To be responsible for the promotion, sale and delivery of all Forestry products achieving and increasing sales targets year on year.
- To assist in managing all budgeting processes (including facilitating purchase orders, invoices and re-charges)
- To liaise with accounts department on all outstanding debtors and chasing outstanding payments.
- To administer/coordinate the on-site recycling yard and management for waste.
- To provide data analysis and other ad-hoc monthly reporting as directed by Forestry Manager
- To work alongside the estate departments, estate office and events teams ensuring planned works are notified to all departments/tenants/governing bodies etc.
- To maintain amicable and co-operative working relations with other departments within Goodwood.

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 • Proactive • Take responsibility for yourself | <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! |
|---|--|

What do you need to be successful?

- Excellent PC skills including Microsoft Office with advanced Word and Excel experience
- Process driven and superb attention to detail
- A customer focused outlook with the ability to work as part of a small team
- Previous relevant administration experience of using databases/systems

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

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