



GOODWOOD

The Role

The **Junior Event Planner** will be part of **Event Planning Team** and report to the **Event General 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 work as part of the team responsible for planning and delivering the headline events at Goodwood.
To maintain the high level of delivery and, where possible, improve practices and procedures.

Responsible for the administration and planning of staffing and resource at the Goodwood Events. You will proactively ensure that administrative tasks are completed in a timely manner with a high level of attention to detail. You will efficiently recruit and provide administrative support for casuals and volunteers, and be responsible for the smooth running of Staff HQ, Staff Welfare and other staffing related areas.

To 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.”

Key responsibilities

- Event Staffing administration; prepare and collate all event material for casuals, volunteers and team managers
- Shiftboard and CMS management
- Support in recruiting, vetting and managing casual staff and volunteers
- To manage your areas of delivery, including staff HQ, staff welfare, uniforms and event staff allocation
- To ensure that attention to detail and timely customer service is at the heart of event delivery
- To proactively act upon customer feedback to ensure events continuously improve
- Various administrative tasks in relation to the smooth running of the events department
- Proactively liaise with directors, internal employees and contractors, as required and develop positive working relationships with key contacts.
- To attend events and perform other duties and tasks as required throughout the year
- Produce documents, briefing papers and reports as required
- Maintain up to date knowledge and understanding of the organisation and its objectives
- Act as an ambassador for the Goodwood brand at all times and ensure Group values are upheld to both external and internal contacts, through appropriate behaviour and performance
- Undertake any other duties as requested in accordance with the scope and responsibilities of the role
- To support the Event Managers in delivering the events to the ISO20121 sustainability standard.

Qualities you will possess

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

What do you need to be successful?

- Experience working in an office environment
- Ability to prioritise, organise and manage a diverse and complex workload, and to work under pressure
- Excellent Microsoft Office knowledge and ability, particularly Excel and Word
- 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.

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