



GOODWOOD

The Role

The **Event Planner** will be part of the Racecourse team and report to the Racecourse 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

We employ meticulous attention to detail to create experiences, as they should be. We are honest and open.

Daring 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

You will be accountable and responsible for a variety of Racecourse planning and delivery including temporary infrastructure, content and entertainment and other aspects of event build. You will be part of a small team that delivers every race day and event effectively, efficiently and to a first-rate standard along with looking to continually improve and enhance the venue in a profitable, experiential and sustainable manner.

Key responsibilities

- A bespoke list of responsibilities will be identified and reviewed on an ongoing basis.
- Deliver the operational and infrastructure requirements associated with Race Days and other Events. This includes temporary structures, furniture, floral, power, TVs, signage and other aspects of event build including planning and scheduling
- Manage a wide range of service providers and contractors ensuring they adhere to the H&S Policy and provide a service that is befitting of the venue
- Assist in developing and managing large, accurate cost budgets and in conjunction with finance teams report and forecast accurately throughout the year
- Work with and alongside other departments from around the Goodwood Estate ensuring the Racecourse is working in conjunction with these businesses - sharing best practice, maximise group purchasing and assisting in any way possible
- Assist with the de brief process throughout the year – record, analyse and action where necessary to ensure the Racecourses' procedures and practices are effective and efficient
- Take a lead role in maintaining and enhancing the unique and distinguished reputation this two hundred year old venue has along with ensuring it's future as a leading venue in the industry

Qualities you will possess

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| <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! |
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What do you need to be successful?

- Exceptional planning and organisational skills with the ability to prioritise an extensive workload
- Strong administrative experience including finance processes
- An ability to communicate effectively with a wide range of contractors, staff and customers providing instruction and direction.
- Confident with a desire to be completely accountable and responsible
- Willingness to get involved in the practical and operational side of running Racedays
- Experience of using your initiative and reacting quickly in challenging situations
- Enthusiastic and with a relentless energy to ensure the delivery of exceptional Racedays
- Ability to communicate at all levels and adapt your style of communication to suit the environment or situation
- Relevant background in the events industry is desirable.

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

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