



GOODWOOD

The Role

The **Team Assistant** will be part of the **Partnerships Management Team** who work within the wider **Goodwood Commercial Team**.

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 finance process and administrative support to the Partnerships Management Team. To support and assist the Partnerships Management Team in delivering excellent customer service to our sponsors across all events and throughout the year. Duties to include; financial database management, invoicing, critical path management, data input to CRM system, event planning support and general administrative duties.

Key responsibilities

Main Duties:

- To manage the sponsorship fees database and ensure all Partner finance contacts and invoice procedures are recorded accurately and in a timely manner.
- To work closely with the Partnerships Executives in maintaining and improving the critical path process and procedures for the Department to support fulfilment of all sponsors' contractual obligations.
- To support the Partnerships Management Team as required, ensuring all administration is both accurate and conducted in a timely way. From time to time this will include collation of briefing packs, ticketing packs, note-taking, reception duties on event

- To help administer the Group databases. This will be focused on integration and training to support the CRM (customer relationship management) database system. To build strong relationship management and integration with other departments across the Goodwood Estate, in particular the Finance functions and Event Operations.

Invoicing:

- Responsible for invoicing all contracted Partners for their annual sponsorship fees and post event on-cost fees.
- Update and manage the CRM invoicing system ensuring all Partners' details are accurate.
- Creating financial updates for cash sheets, debtors status and inputting into internal reporting

Event Fulfilment:

- Support the Partnerships Management Team during all pre, on and post event fulfilment tasks and client management, including dealing with sponsors and their agents where necessary.
- To assist with the annual ticketing process for sponsors to ensure accurate and timely delivery.
- Coordination of hosting plans for the Motor Sport Events functions.
- To attend internal event meetings on behalf of the Partnerships Management Team, where required and distribute the action points accordingly

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” • 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?

- Experienced in financial processes
- Numerate with meticulous attention to detail

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	2
Encouraging Excellence & Commercial Success	2
Working Together	2