

JOB DESCRIPTION: Marshals Development Officer

Department	Education & Training
Location	Motorsport UK House, Colnbrook
Hours of Work	Full time, 9AM – 5:30PM, with flexibility required
Manager	Officials Pathway Manager
Grade	B
Direct Reports	0

Background:

Do you want to help deliver a bold new vision for UK motorsport? An exciting new opportunity has arisen for a Marshals Development Officer to join the National Governing Body, Motorsport UK. This role is a continuing expansion of the Education & Training Team (one of the three key strategic pillars of our business). Motorsport UK represents over 45,000 competitors and volunteers and over 720 clubs at the heart of motorsport. Now, under the leadership of the Chairman David Richards CBE, we are investing in an exciting period of change to drive growth and create a sustainable future for motorsport in the UK.

Purpose

- To create an environment where Marshals are supported and valued both when they join as a Motorsport UK volunteer and throughout their time within the sport

Responsibilities

- To create and implement recruitment campaigns with the support of the Sport Promotion Team
- To ensure the Marshals Grading Scheme meets the needs of all parties by continuously liaising with key personnel
- Communicate with all Marshals relating to any queries they may have
- Understand the motivators, demographics and trends of the Volunteer Marshals and deliver effective communications to all via multi-channel media (in liaison with the Communications Team)
- Generate effective and exciting recognition schemes for Marshals and Clubs
- Ensure relevant policies and procedures are considered within all Marshals training and communication programmes
- Liaise with circuit/venue owners, clubs and event organisers to ensure Marshal welfare is an intrinsic part of all events
- To provide the management team with reports on Marshal data in order that appropriate action can be taken (in conjunction with the Membership Services Team)
- Research and draft Marshal policies and procedures in conjunction with other members of the team, especially the Safeguarding and Compliance Officer

Skills, Ability and Knowledge:

- Strong communication skills – written and verbal
- Customer Service approach to all interactions
- Excellent interpersonal skills and the ability to deal with a diverse range of people
- Strong analytical and planning skills
- Ability to multi-task and work under pressure in this fast-paced environment
- Excellent organisational, time management skills and the ability to seize opportunities and think creatively
- A strong work ethic and a flexible non-judgmental approach to people

- Strong computer skills and proficiency in Microsoft products particularly Outlook, Word, PowerPoint and Excel.
- Attention to detail and a good understanding of both motorsport and the volunteer roles within the sport. You will ideally have spent time working in a volunteer capacity within UK sport.
- Highly desirable to possess knowledge of UK motorsport, in particular grass-roots motorsport.
- The ability to work effectively as part of a team is vital as is the ability to take the initiative when the need arises.
- The awareness to maintain the strictly confidential nature of some of the work.

Qualifications

Ideally you will have a college degree in management, business studies, volunteer management, social or humanity sciences or another relevant field.

Terms:

Working hours are typically 37.5 hours a week, however the workload may be significant, and we require commitment and flexibility in order to achieve our company objectives, usually with some flexibility around start and finish times. You will likely have to work extra hours when deadlines are approaching, including working late to get a job finished to everyone's satisfaction.

Whilst most of the role is office based, you will be required to attend external meetings (driving license required) or sport/recruitment campaigns. Our sport happens at weekends and you must be fully committed to travel to several events and support as required.

Please submit your application by email to hr@motorsportuk.org including a current CV.

Closing date: 30 October 2019