

JOB DESCRIPTION: Senior Operations Assistant

Department	Events
Location	Motorsport UK House, Colnbrook
Hours of Work	Full time, 09.00 – 17.30, with flexibility required
Manager	Events Operations Manager
Grade	C
Direct Reports	None

Background

Motorsport UK is the national membership organisation and governing body for four-wheel motorsport in the UK, representing competitors, volunteers, clubs and fans. As a member focused organisation, we embrace a diverse community that includes 720 affiliated motor clubs, 30,000 competition licence holders, 10,000 volunteer marshals, 3,200 officials and a legion of passionate motorsport spectators and fans. We issue 5,000 event permits every year providing everyone with the opportunity to get close to the action. Motorsport UK is a not-for-profit organisation (limited by guarantee) that exists to service and grow the sport.

The Role

Working in the Events Team, you will be involved in all aspects of logistics, organisation and administration, for events within the Motorsport UK portfolio, including flagship events (Formula 1 British Grand Prix and Wales Rally GB - the UK round of the World Rally Championship).

Responsibilities

Specific responsibilities will include: -

- General administrative support to the Operations Manager
- Logistics and event planning
- Project management
- Updating/preparing event documentation and equipment
- Officials and Competitor liaison, both written and verbal
- Data collection activity
- Database Processing (Microsoft Access)
- Monitoring and dealing with multiple email accounts

Knowledge & Skills

As well as strong, proven administration skills, you will need to demonstrate: -

- previous management experience
- an excellent working knowledge of Microsoft Office (Outlook, Excel, Word and preferably Access)
- previous experience of Google Drive/Forms
- a high level of personal organisation and accuracy
- an ability to work under pressure and to tight deadlines

- an ability to work alone and as part of a team
- common sense and initiative
- proofreading skills
- a flexible attitude
- excellent communication skills

Terms

Working hours are typically 37.5 hours a week. However, the workload is significant, and commitment and flexibility will be required to achieve our company objectives. You will most likely have to work additional hours when deadlines/events are approaching and during the events themselves.

Most of the role is office based, but it may be necessary to attend relevant off-site meetings.