

Role Description – Events Marketing Assistant

Department	Marketing and Communications
Location	Motorsport UK, Bicester Motion
Hours of Work	Full time, Core hours Monday to Friday 9AM-5:30PM, with flexibility required to include regular weekend event attendance
Manager	Marketing Manager
Grade	B
Direct Reports	0

EVENTS MARKETING ASSISTANT – ROLE PURPOSE

The Events Marketing Assistant will play an integral role in the planning, organisation and delivery of Motorsport UK's member engagement programme. Providing on-event support, the role will see you develop engaging event content that will engage current Motorsport UK members and inspire others to compete at all levels of the sport.

The Marketing and Communications department is focused on achieving a wholesale shift in the way Motorsport UK reaches out, connects with and engages the motorsport community and wider public, and ensuring the effective communication of key messaging to achieve our vision in support of the overall strategic priorities: to clearly articulate our purpose and values and create greater understanding across existing and new audiences; enhance and extend the Motorsport UK marketing and communications platform; and increase Motorsport UK's direct membership and fan base.

We are looking to add to our current marketing team with the role Events Marketing Assistant to manage the day-to-day running of the governing body's member engagement programme.

MAIN RESPONSIBILITIES (Including but not limited to)

- Liaising with suppliers and venues to plan, organise, and deliver Motorsport UK's engagement events.
- Communicating with external event staff and ambassadors.
- Maintaining and stock keeping of Motorsport UK's event kit and assets.
- Conducting tours of Motorsport UK HQ to visiting guests, clubs, and schools.
- Maintaining a database of all engagement events attended, sales achieved, enquiries recorded etc.
- Support the marketing, promotion and contractual agreements involved in attending certain events
- Pre, on, and post event support for the annual Autosport International show.
- Support on the organisation, and delivery of Bicester-based member events.
- Administration tasks relating to events including obtaining quotes for services and goods, completing purchase order requests etc.



QUALIFICATIONS, ADDITIONAL SKILLS AND EXPERIENCE

- A marketing or event related Degree.
- A confident personality.
- Knowledge of and interest in UK motorsport.
- Excellent organisational skills.
- A hands-on attitude, willing to roll up your sleeves and work strategically and creatively.
- Hard work ethic and high degree of integrity.
- Ability to work and manage time independently and prioritise tasks.
- Excellent IT skills (Microsoft Office suite), knowledge of Adobe products, SharePoint, OneDrive, Google Drive, Dropbox, and a practical understanding of website CMS, experience of social media management platforms and contemporary internal communications tools i.e., Teams.
- A flexible approach when working as an important part of a team.
- Strong communication skills to liaise with colleagues, suppliers, and partners at all levels.
- Excellent punctuality, timekeeping, and attendance.
- You must have a full, clean driving licence.

TERMS AND CONDITIONS

Weekday hours at Motorsport UK Headquarters will be Monday to Friday between 9.00 am and 5.30pm and our typically 37.5 hour a week, however the workload is significant, and we require commitment and flexibility in order to achieve our company objectives, usually with some flexibility around start and finish times. You are likely to have to work extra hours when deadlines are approaching, including working late to get a job finished to everyone's satisfaction.

This role requires attendance at Motorsport UK events and therefore some weekend and evening working will be required with some flexibility to meet workload.

Although based in Bicester, this role will require travel to other parts of the UK.

Motorsport UK is an equal opportunities organisation. Our mission is to celebrate and enable participation in motorsport in a safe, fair, fun, inclusive and progressive environment. As an organisation we are committed to fostering a workplace where everyone can perform at their best whatever their background. We therefore encourage applications across all ethnicities, religions, age groups, sexual orientations and gender identities.

Please apply to hr@motorsportuk.org enclosing your CV with a covering letter and contact details, making clear which position you are applying for. No agencies please.