

JOB DESCRIPTION: Events Operation Assistant

Department	Commercial & Events
Location	Motorsport UK, Bicester
Hours of Work	Full time, 9AM – 5:30PM, with flexibility required
Manager	Commercial Director
Grade	B
Direct Reports	None

Role Purpose

Do you want to help deliver a bold new vision for UK motorsport?

An exciting opportunity has arisen for an **Event Operations Assistant** to join the national governing body, Motorsport UK, helping bring events to life and deliver motorsport events and championships.

Motorsport UK represents over 60,000 competitors and volunteers and over 720 clubs at the heart of motorsport. 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.

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 such as the Formula 1 British Grand Prix, the British Kart Championships and British F4 and other standalone internal, partner and competitive events.

Core Responsibilities

Your typical responsibilities as Event Operation Assistant include:

- General administrative support to the Event 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: -

- 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
- the importance of working collaboratively with partners to deliver projects
- being a self-starter, capable of working autonomously
- common sense and initiative
- proofreading skills
- good communication skills

Terms

Working hours are typically 37.5 hours a week. However, the workload can be 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. Our sport happens at weekends and you must be fully committed to travel and support as required throughout the year.

Much of the role is office based, however it will be necessary to attend events at venues around the country and off-site meetings.

Knowledge and Skills

- an understanding and appreciation of motorsport on many different levels
- a commitment to getting out and about at a number of UK motorsport events
- passion and enthusiasm for delivering high quality work
- a flexible approach when working as an important part of a team
- excellent communication skills to interpret and negotiate a good deal
- ability to brief marketing and communications projects to the internal marcoms team
- a confident and effective communicator of your ideas with good presentation skills and the confidence to explain and sell ideas, while overcoming objections
- time management skills and the ability to cope with several projects at a time
- accuracy and attention to detail when finalising work
- advanced excel skills to generate meaningful insight on which to develop business cases
- being open to feedback and willing to make changes to your work
- effective networking skills to build contacts
- a thirst for knowledge and commitment to continuous improvement
- a flexible, responsive and can-do attitude