

TECHNICAL SUPPORT COORDINATOR

Location: **Motorsport UK, Bicester Motion.**

Hours of Work: **Full Time** (37.5 hours per week).
Core hours are **09:00** until **17:30**, **Mon – Fri.**

Salary: **£23,000 - £25,000 pa.**

Contract: **Permanent.**

THE ROLE

WHAT'S THE OPPORTUNITY?

The Motorsport UK Technical Department is a customer focused team responsible for the management and continual development of technical regulations, approval and registration of competition vehicles and equipment, training and support for our volunteer network of Technical Officials, all to ensure fair and safe competition.

The Technical Support Coordinator will work within a professional and passionate team and will play a key role in the delivery of technical customer service for Motorsport UK members.

THE BACKGROUND

WHO ARE MOTORSPORT UK?

Motorsport UK unites communities through a shared passion and love of the sport. 50,000 licence holders, 10,000 volunteer marshals and 4,000 officials alongside millions of vibrant fans are active week in, week out, doing what they love.

Whether that's the speed of drag racing, the close battles of circuit racing, the precision of AutoSOLOs or the social enjoyment of Touring Assemblies, the community is vibrant and alive.

At Motorsport UK, a team of 70 dedicated staff work as passionately as the members, driving forward values of integrity, innovation, collaboration and commitment in everything that's delivered.

Your journey to make a difference at Motorsport UK begins today!



THE DETAILS

WHAT ELSE CAN I EXPECT TO BE DOING?

Providing technical support to our members via various communication channels to ensure their needs and requirements are met.

Maintaining the integrity of the our vehicle databases, delivering timely and accurate documentation.

Supporting the delivery of strategic, innovation and continuous improvement projects.

Ensuring the timely completion and authorisation of technical documentation, with support from the Technical Administration Apprentice. This includes vehicle and or equipment approval / certification, as well as historic vehicle certification and technical records.

Assisting with the planning and delivery of Technical Officials seminars / webinars.

Assisting in the editing of the Technical Official communications (news bulletins, similar).

The administration of Technical Officials licenses and training.

Providing support to specialist committees, panels and working groups.

THE PERSON

WHO ARE WE LOOKING FOR?

At Motorsport UK, we understand that our people will shape our success, and ultimately define our value to the motorsport community.

We're looking for people who can demonstrate that they're as passionate as our members, embracing and championing our core values of Innovation, Collaboration, Commitment, and Integrity.

Below are some of the essential experiences, knowledge, and skills which will be vital for this role:

A proven record of customer service experience, dealing with complex queries, and communicating with a wide variety of stakeholders.

Excellent communication skills, both written and verbal, including telephone manner.

Demonstrable accuracy and attention to detail.

Disciplined time management and organisational skills, with an ability to evidence logical prioritisation of work.

A flexible, collaborative approach to problem solving.

Foundational software skills / experience, including Microsoft Suite, Adobe, Collaborative platforms (SharePoint, Google, similar).

The ability to travel to and from the Motorsport UK offices in Bicester

Eligible to work in the UK.

In addition to the above, we feel the following points could really help someone hit the ground running:

An enthusiasm for Motorsport or prior experience working within the Motorsport industry.

Familiarity with the governance structure of International Motorsport (FIA Sporting Codes).

Familiarity with the governance of UK Motorsport and the Motorsport UK Yearbook (Blue Book).

Evidence of implementing new ways of working to improve both efficiency and effectiveness.

THE PERKS

WHAT'S ON OFFER FOR ME?

25 days annual leave + bank holidays

10% pension contribution from Motorsport UK

Private medical cover

Holistic wellbeing support

Life assurance and income protection

Breakdown cover

Free on-site parking

A chance to work in the exciting world of motorsport

Access to a host of other staff benefits



THE LOCATION

WHERE WILL I BE BASED?

Home for us is in the heart of 'Motorsport Valley'. Specifically, we're located within the Heritage Quarter of the fantastic Bicester Motion site, Oxfordshire.

The UK's only hub for historic motoring excellence, Bicester Heritage boasts over 45 specialist automotive and motorsport businesses. Founded in 2013 the 444 acre former WW2 RAF Bomber Training Station is all about driving the future of the past.

Our purpose built office space accommodates the near 70 committed people who passionately work for the betterment of our sport.

We're big on creating the conditions for organic collaboration. However, we respect that some flexibility goes a long way towards supporting a healthy work-life balance. That's why we operate a hybrid working policy whereby staff spend four days in the office, with the option to work remotely for the fifth.

If this sounds like the role for you, why not get in touch? Head on over to our careers page for more information on how to apply:

motorsportuk.org/contact-us/careers





We are the national membership organisation and governing body for four-wheel motorsport in the UK, representing competitors, volunteers, clubs and fans.

Motorsport UK is a not-for-profit organisation (limited by guarantee) that exists to service and grow the sport. We are a member of the world governing body, the Fédération Internationale de l'Automobile (FIA).

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