

SPORTING ASSISTANT (RALLY & CROSS-COUNTRY)

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: **£25,000 - £30,000 pa.**

Contract: **Permanent.**

THE ROLE

WHAT'S THE OPPORTUNITY?

The Sporting department at Motorsport UK plays a key role in facilitating a safe, fair, and fun experience for the motorsport community. This involves ensuring the governance and regulations of the sport are relevant and suitable, as well as reviewing the current landscape of participation, with a view to encouraging greater and sustained enjoyment.

The Sporting Assistant will play a key role in supporting the day-to-day functioning of the Sporting department, placing a particular emphasis on supporting the continued success of rallying in the UK.

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 administrative and organisational support across of the Sporting department, with a particular emphasis on the Rally and Cross-Country disciplines.

Developing, standardizing, and documenting administrative and organisational processes utilised in support of the Rally and Cross-Country disciplines.

Providing excellent customer service to licence holders, motorsport clubs, and the public.

Liaising with members of the Motorsport UK community via various communication channels (inc. emails, telephone, letters).

Reviewing feedback received from various reporting channels, ensuring actions are allocated appropriately and resolutions provided.

Helping clubs find solutions to event planning queries.

Supporting the production of 'Blue Book' material, working with sporting discipline leads to ensure their respective regulations are correctly adopted.

Assisting with the preparation of meeting paperwork for the Specialist Committees and associated Sub / Working groups.

Assisting with the ongoing delivery of the Stage Rally Safety Requirements (RallyFuture).

Providing support to other members of the Sporting team to assist in the completion of special projects.

At times, attending weekend events with or on behalf of the Rallies & Cross-Country Executive.

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:

Prior 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.

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

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, Oxfordshire.

Eligible to work in the UK.

In addition to the above, it may be advantageous for candidates to possess the following:

Prior experience (either working or competing) and knowledge of the Rally discipline, as well as a passion for motorsport in general.

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).

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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