



Competition Manager (CM)

Location

Flexible working with frequent trips to the Bicester Head Office to work closely the team

Role and responsibilities:

The CM has three distinct areas of responsibilities split over two operating areas; Office and Event however you are also required to carry out any other work as required by the company such as attendance at shows and events to promote HERO -ERA.

Office based responsibilities - supported by the Rally office

Route Planning Role

General Event Role

On Event Role

Office Based Responsibilities:

Produce the Event paperwork and ancillary products in a timely manner in accordance with the Event Timescale Schedule. This includes, but not limited to:

- Working closely with the Senior Event Manager (SEM), Competition Director (CD) and / or Competition Admin Assistant (CAA)
- Creating draft Route books from feedback generated through Route Reece's for preparation by the events team
- Liaison with RLOs, Motorsport UK and other bodies nationally and internationally re permissions
- Check and sign off finished Route & Map Books for all events, including corporate events where required
- Check/Produce Event schedule for timing on Event, for Marshals and for Motorsport UK
- Check and sign off Marshal instruction sheets
- Check and sign off the printing of all event paperwork
- Check and oversee the binding of all event paperwork
- Arrange with results and timekeeper for Clocks, timecards etc to be prepared and checked before printing
- Check and oversee preparing and boxing up ready for dispatch all paperwork, boards etc to start of event
- Field technical and any route enquires and respond in a timely manner after discussion with Competition Director if required
- Assist and agree class structure and seeding with SEM, CD and / or CAA
- Provision of information for ideal times and other information required by the results crew
- Collate final instructions information and distribute to crews - input from all parties
- Any other role in the event planning required by SEM or CD



Route planning role

Involved, where required, with carrying out initial route planning trips and meetings, recce trips, final route checks with the SEM, CD and/ or CAA and other route planners

General event role

Liaise with SEM, CD & CAA and other team members to carry out final check and that everything required is accounted for and check off into the transit vehicles to be delivered (and back from) to the event. This includes, but not limited to:

- Event paperwork
- Arch with correct events and Sponsors already attached
- Pull ups PR & Marketing
- Control Boards
- Office equipment if necessary

On event role

- Assist with location set up on arrival including scrutineering, office, crew handouts, etc.
- Meet and greet and network with crews.
- Sort out on the road vehicle packs, paperwork, boards, etc. with SEM & CD
- Undertake the role allocated in official vehicle which will include
 - Advance car
 - Clock car
 - Course Car
 - Closing Car
 - Or any other on the road vehicle

- End of event deal with final results etc
- Revert to Events team and assist where applicable.
- Check awards are all correct with Hospitality team before the final dinner

Other roles:

Any other roles that are needed in respect of delivering the events, shows, etc. as required by the SEM & CD.



To assist you in your Role:

- A pool recce car will be made available, wherever possible, for planned recces.
- Mileage, in your own vehicle travelling to meetings, offices, etc., can be reclaimed at the HMRC rate.
- A claimable expenses allowance will be paid for subsistence, Inc any overnight stays for meetings etc
- Reece hotels can be sourced at the best rate
- You will be provided with a mobile phone to assist with your role or the company will cover your mobile phone costs to be agreed
- A Company Laptop loaded with the required Software
- A Printer/ Scanner will be provided
- Monitors and cabling for remote working
- Training in the HERO management Programs, Hubspot & Asana
- Company Equals Card
- Any maps or equipment required will also be provided

Salary

- In the region of £35,000 depending on experience

Working Hours

- Normal working hours 42.5 hours per week with additional hours as required

Desirable Qualities

- Experience in motorsport event organisation
- Passionate about classic cars and rally events
- Experience in competing in rallies
- Ability to work under pressure
- Excellent team working skills