



British Automobile Racing Club
Thruxton Circuit
Andover
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JOB DESCRIPTION

Title: Competitions Administrator
Hours: Flexible, expected to be three days per week
Reporting to: Sporting Manager
Location: Thruxton, Hampshire
Salary: Competitive + pension + healthcare

Overview

BARC has taken on some major new championships in 2023 and has the need for an administrator to deliver excellent customer service to our competitor and official community. The successful applicant will support the department to deliver high-profile motorsport events including the British Touring Car Championship and all of the BARC's race meetings and support for other competition department activities, such as Goodwood.

Responsibilities include:

- Competitor queries – first contact for competitor enquires aiming to resolve the majority without escalation.
- Officials' queries – first contact for marshal and official enquires aiming to resolve the majority without escalation.
- Booking of hotels for all club events.
- Checking of officials' expenses.
- Checking/chasing of competitor and official sign-on prior to events.
- Checking/chasing competitors racing memberships.
- Logging and postage of tickets and passes for competitors and marshals where required.
- Provide effective support to Competitions Department when other staff are on event.
- Input to ad hoc projects for the Competitions department to improve customer service.

Skills and attributes

- Knowledge of club level motor sport and race meetings.
- Strong MS Office skills.
- Customer service ethos.
- Ability to adapt to the needs of a situation.
- Ability to prioritise and organise workload.
- Ability to design and utilise technology to improve services.
- Attention to detail.
- Energy, enthusiasm and a desire to exceed expectations.

Additional notes

For the right candidate this role can expand to become an on-event role. Flexible hours are possible however these will need to be within usual office hours so that telephone and email coverage is maintained.

About the British Automobile Racing Club

The British Automobile Racing Club is one of the largest motorsport organisations in the United Kingdom with a rich and illustrious history that spans 110 years. Today, the BARC operates three race circuits; Croft in North Yorkshire, Pembrey in South Wales and Thruxton in Hampshire, while two hillclimb venues at Gurston Down and Harewood Hill complete the club's portfolio. The BARC organises around 20 race championships and upwards of 40 race meetings each year, including the UK's premier series the British Touring Car Championship and has undertaken all the sporting organisational duties at Goodwood since motorsport returned to the iconic Sussex venue.

To apply

Please send a covering letter, plus full CV and salary expectation, to Mark Turner: mturner@barc.net before the end of Monday 7 November.