

## **JOB DESCRIPTION**

**Title:** Volunteer Manager  
**Reporting to:** Sporting Manager  
**Location:** Thruxton, Hampshire  
**Salary:** Competitive + pension + healthcare

### **Overview**

Motorsport can't happen without volunteers so making sure that they are looked after is fundamental to the operation of the BARC. We are in need of a Volunteer Manager to deliver an excellent experience to the volunteer 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 as well as other competition department activities, such as Goodwood.

### **Responsibilities include:**

- Manage all aspects of the BARC volunteer experience covering administration, rewards, recruitment and deployment at BARC events.
- Booking of ambulances / medical / recovery and breakdown at events.
- Clerk / Steward / Safety Car Driver / Observer allocations for club level events.
- Arrangements for Marshal / Official Training including liaison with governing body to secure/recoup funding.
- Responsible for all aspects of the club's volunteer program.
- Development of online Volunteering System.
- Secretariat for the BARC Volunteers Working Group.
- Oversight of all marshals' / officials' incentive schemes.
- Processing officials' expenses.
- Supervision of hotel bookings for all events.
- Communications with officials.
- Be an active member of the competitions department and support colleagues when necessary.
- Input to ad hoc projects for the Competitions department to improve customer service.

### **Skills and attributes**

- Knowledge of club-level motorsport and race meetings.
- Ability to deliver mission-critical tasks under pressure.
- Energy, enthusiasm and a desire to exceed expectations.
- Customer service ethos.
- Initiative to work independently and within a team.
- Ability to utilise technology to improve services.
- Ability to prioritise and organise workload.
- Attention to detail.
- Strong MS Office skills
- Driving licence.

### **About the British Automobile Racing Club**

The British Automobile Racing Club is one of the largest motorsport organisations in the UK with a rich and illustrious history that spans more than 110 years. Today, the BARC operates three race circuits; Croft in North Yorkshire, Pembrey in South Wales and Thruxton in Hampshire and two hillclimb venues at Gurston Down and Harewood Hill. 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](mailto:mturner@barc.net).