



British Automobile Racing Club
Thruxton Circuit
Andover
Hampshire SP11 8PN

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JOB DESCRIPTION

Title: Volunteer Manager (Part-time)
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. This role is diverse and requires an individual with both strong interpersonal skills, and a strategic, process orientated mindset.

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.
- Clerk / Steward / Safety Car / Event Secretary allocations for club level events.
- Responsible for all aspects of the club's volunteer program.
- Arrangements for Marshal / Official Training including liaison with governing body to secure/recoup funding.
- Development of online Volunteering System.
- Oversight of all marshals' / officials' incentive schemes.
- Build strong working relationships with outside organisations, other clubs and suppliers.
- Manage any volunteer disciplinary issues that arise.
- Processing officials' expenses.
- Supervision of hotel bookings for all events.
- Be an active member of the Competitions department supporting colleagues where 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.
- Exceptional interpersonal skills, with a good level of empathy and understanding.
- Ability to deliver mission-critical tasks under pressure.
- Understanding of intuitive process design.
- Energy, enthusiasm and a desire to exceed expectations.
- Initiative to work independently and within a team.
- Ability to utilise technology to improve services.
- Flexibility to work around our volunteer community & their needs.
- Ability to prioritise and organise workload.
- Attention to detail.
- Strong MS Office skills

To apply

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