

## **Job Description & Person Specification**

Job Title:	Racing & Business Support Executive (FTC)
Contract type:	Fixed Term Contract
Hours:	Full Time, 9.00 am to 5.30 pm (weekends, bank holidays and other hours as required).
Report to:	Head of Business Support
Direct Reports:	None
Stakeholders:	GM Ireland and European Racing, CEO, COO, Stallion Nominations
Location:	Banstead Manor Stud, Cheveley, Suffolk

### **Job Purpose**

To provide support to the European Racing Department and senior stakeholders in the co-ordination of racing and sales/nominations activities. The role will be based in the Racing Department and predominantly focused on supporting this team during the European Flat season but will support the business more generally in the off-season. This position offers additional support while the current Racing & Business Support Executive undertakes the Racing Secretary role during maternity leave.

### **Responsibilities:**

#### **Racing Communication**

Support the co-ordination and compilation of racing reports to key stakeholders including the following regular reports:

- Daily news update for the CEO (when applicable).
- Daily runners list and report to the Owner (when applicable).
- Weekly race attendees for the CEO.
- Weekly report on recuperating horses.
- Fortnightly sales entries and results for Senior Management.
- Quarterly HIT cards.
- HH Racing Diary for the CEO/London Office
- Representing Juddmonte sponsored races and Juddmonte when required.

#### **Bloodstock Sales Activities**

Responsible for the administration of private sales including the following:

- Maintaining correspondence and the administration file for private sales/gifts, pedigrees and media.
- Organising external sales staff for Tattersalls sales (including catering/expenses etc.).
- Liaising with Marketing to produce sales adverts.
- Producing door boards, headcollar tags and tick cards for each horse.
- Producing photos/videos of each horse.
- Producing information sales documents for senior staff attending the sale.
- Liaising with and providing information to clients at the sale.
- Communicating sales results to key stakeholders.
- Supporting the nomination sales team.
- General sales administration including maintenance of sales mailing lists, sales statistics and vetting.

#### **Sales/Nominations**

- Assisting the sales team to administer nomination agreements and mare additions in the busy selling period.
- Assisting with group stallion tours.

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### **IT Systems**

- Responsible for the Racing Department population of the Juddmonte Equine Management System (JEM) through the recently developed User Interface (UI). Specific responsibilities include horse/health reports, results, ratings, sales of Horse in/out of Training and running reports.
- Coordinating user acceptance testing and troubleshooting UI updates in JEM.
- Helping develop JEM UI across the business (including stud office).
- Championing data governance within JEM to ensure that data is correctly entered into the system.
- Working with the Nominations and Marketing teams to support the maintenance and development of the Customer Relationship Management System (CRM).

### **Administration**

- Administrate for the Racing Secretary as required.
- Assisting with administrating for race days and events.
- Ordering and distribution of photographs for albums, office, racecourse boxes, sales etc.
- Maintaining the Racing Department joint calendar on email.

### **Other**

- Supporting Head of Business Support in ad-hoc projects as required.
- Providing cover to the Stud Office as required during the breeding season.
- Covering Racing Secretary duties in their absence.
- Managing the naming process for yearlings (including the staff competition).
- Providing reception cover as required.

The above is not exhaustive and other duties including projects and reporting commensurate with the role will be required by the post holder.

## **Person Specification**

### **Attributes & Capabilities**

#### **Essential**

- Strong interpersonal and communication skills.
- Confidence to work with senior management.
- Understands the importance of confidentiality.
- An enthusiastic self-starter with the ability to work autonomously.
- A team player with the flexibility to work alongside different departments.
- Capable of working in a high-performance environment with exacting standards and tight deadlines.
- Knowledge of, and interest in, all aspects of the thoroughbred racing/breeding industry.
- A well organised individual with high level of attention to detail.
- Experienced user of Microsoft office suite (Word/Excel/Outlook).

#### **Desirable**

- Previous racing administration/office experience.
- Previous experience of equine management systems.