Role Description & Person Specification
TT & Motorsport Development Officer
Department for Enterprise

What will you do?

Reporting directly to the TT & Motorsport Development Manager, the post holder will assist in the development and implementation of the sporting and commercial elements of the Isle of Man TT and Festival of Motorcycling events held annually. The post holder is intrinsic to the success of the events and helping to raise the profile and quality of these events as world class motorsport events and as a key contributor to the economic success and positive international image of the Isle of Man. The post holder will help deliver specific activities in conjunction with our stakeholders, sponsors and partners.

*The term 'stakeholders' in this document primarily refers to riders, teams, motorsports bodies, commercial partners, key Government and industry contacts associated with the TT and motorsport but can include anyone who has a stake in a particular aspect of the success of the TT and motorsport.

What does that involve?

The post holder will be required to:

- Provide administrative support in the procurement and subsequent delivery of a suite of contracts with the commercial partners and suppliers of the Isle of Man TT and Classic TT events, ensuring such services are delivered as specified, controlling expenditure, ensuring value for money and incremental return on investment.
- Assist in the delivery of all TT and Classic TT sponsorship agreements ensuring the delivery of all sponsorship activity and activation on a year round basis, ensuring delivery of the maximum return on investment for sponsorship partners whilst incrementally increasing the value of the sponsorship rights for the Department;
- Develop and maintain strong working relationships with key individuals from companies sponsoring the TT and Classic TT;
- Working alongside the TT Business Development Manager and TT and Motorsport Development Manager, to assist in the delivery of all "on event" TT and Classic TT sponsorship activity and activation as part of the overall event delivery.
- Assist in the creation of all post event sponsorship rights evaluation materials and management data for both internal and external use.
- Support the TT and Motorsport Development Manager in working with a range of contractors to successfully deliver the official event ticketing for the TT and Classic TT including sales strategies, reporting, marketing ecommerce and customer service enquiries;
- Deliver the administrative delivery of the TT and Classic TT motorcycle races including the management of entries, event accreditation, finance and logistics;
- Work with the TT Business Development Manager and TT and Motorsport Development Manager to ensure the provision of day to day, year round customer service support to all TT and Classic TT teams and competitors;

- Support the TT Business Development Manager and TT and Motorsport Development Manager to ensure the delivery of an off track entertainment programme for the TT and Classic TT, including creative content, look and feel, marketing, logistics, permissions, health and safety, production and commercials, which supplements the on track programme of events and contributes positively to incremental commercial and economic growth;
- Provide administrative support in the management of allocated budgets and financial control within the Department's financial planning and budgetary management systems and processes, ensuring resources are managed by applying value for money principles as a means of improving efficiency and effectiveness and raising standards of service;
- Actively contributing to the business planning process including contributing to the formulation of targets, visitor and client feedback measures and key performance indicators; and
- Undertake such other related duties as may be required from time to time by the Department (e.g. drafting agendas, minute taking, meeting preparation etc.)

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
5 GCSEs at Grade C or above (or equivalent qualification) including English Language	E	CV
At least 2 years' relevant experience in an office environment	E	CV / Interview
A minimum of 2 years' experience in motorsport or sporting event delivery	D	CV/Interview
Experience of managing budgets and financial reporting	D	CV/Interview
Experience of developing partnerships	D	CV/Interview
Resource management experience including leading and motivating small, professional teams	E	CV/Interview
Experience of preparing reports, papers and briefing papers	D	CV/Interview
Have open conversations and addresses the issues	E	Interview
Builds supportive relationships	E	Interview
Is professional and credible	E	Interview
Capability		
Proven delivery skills in a complex environment with many stakeholders	E	CV/Interview
Ability to communicate clearly and concisely in writing	E	CV
Ability to communicate clearly and concisely.	E	Interview
Good interpersonal skills and confident manner, able to deal effectively with people at all levels	E	CV/Interview
Ability to run with different projects concurrently and work unsupervised to deliver agreed objectives	E	CV/Interview
The ability to work accurately and with attention to detail	E	CV/Interview
Able to assimilate information in various forms from a variety of sources	E	CV/Interview
Able to work independently and within a team environment	E	CV/Interview
Future focused	E	Interview
Makes considered decisions	E	Interview
Encourages innovation and supports change	E	Interview
Character		
Resilient, able to work within a fast moving team staffed by strong willed professional people	E	Interview
Trust and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Other requirements		
Able to travel off-Island if required	E	CV
Able to work out of hours as and when required	E	CV
Valid Driving Licence and Access to Own Vehicle	E	Application Form/CV
Isle of Man worker	D	Application Form/CV