



## **EVENTS & PARTNERSHIPS EXECUTIVE**

### **Summary:**

An exciting opportunity to join the growing The Little Car Company Marketing Team.

As the Events & Partnerships Executive for The Little Car Company, your primary purpose is to support the Head of Marketing & Partnerships in the delivery of all events and management of strategic partnerships. You will manage the entirety of the event lifecycle from research and planning, through to execution and post-event reporting. We are looking for an incredibly organised individual, who is passionate about curating and delivering exceptional experiences, and thrives on building relationships.

*Compensation:* £23,000 + bonus scheme + share options

*Location:* Bicester Heritage, Bicester

*Holiday:* 25 days per year, option to take 1 month off unpaid per year after 1 year service

*Share options scheme:* After 6 months with us - we want everyone to feel 'ownership' of the company

*Start date:* As soon as possible

*Reports to:* Head of Marketing & Partnerships

*C-19 friendly recruitment:* We'll likely do the initial interviews by video call, will look however to meet candidates in person (as per Govt. guidelines and where safe and suitable to do so) before final decision is made.

Culturally, we take pride in the way we work and what we achieve. We are committed to advancing the work of equality, diversity and inclusion and we want to attract the best people from the widest talent pool, as well as those who reflect the diverse nature of our society.

### **About us: The Little Car Company**

As it says in the name, we make little cars. But they're more than a little bit special.

The Little Car Company is the world expert in producing exceptional junior cars in partnership with the most elite car manufacturers. This unique partnership guarantees that every vehicle is an official licensed product of the brand. We expertly hand-build each car in the UK, and it is this level of care and attention that delivers the stunning quality for which we are famed.

Our brand philosophy is to produce beautiful cars that allow our clients to share the love of driving across generations, and encourage every driver to create memorable experiences today and for years to come.

We're currently working with Bugatti, Aston Martin and Ferrari, with multiple partnerships in the pipeline. We work with the best car manufacturers in the business, so are only looking to recruit amazing talent to our team. Our exceptionally talented team are fuelled by a determination to create truly remarkable vehicles, whilst having a ton of fun along the way.

Behind the scenes, our production team brings together a culmination of exceptional engineering expertise from a range of testing environments. Their attention to detail and eye for quality are matched only by their inventive spirit, meaning every vehicle that rolls out of the manufacturing facility features that little bit of engineering magic, befitting of the marques they are representing. Meanwhile, the client services team is on hand to ensure we deliver a personalised customer experience that is second-to-none.

### **Responsibilities:**

#### Events:

- Manage the planning and execution of all events (internationally). This includes all stages of event lifecycle such as: initial analysis, vision and research, working with key event stakeholders, negotiating with vendors, project management, communications and logistics
- Provide on-site support at all events leading the team to ensure smooth operation and delivery, travelling internationally where appropriate
- Manage and maintain all master event schedules providing full visibility to wider team
- Create proposals, budgets and running cost trackers for all events
- To monitor performance of events, report effectively and assess the suitability of these for the future (all to be logged in Microsoft Dynamics)
- Work closely with Partners and Dealer Network to ensure a strong lead handover process to the Sales team
- Act as a brand guardian ensuring all touchpoints remain in line with brand standards
- Point of contact at Bicester Heritage for all event related enquiries

#### Partnerships:

- Operationally manage key strategic partnerships, ensuring all contractual obligations are met
- Support Head of Marketing & Partnerships with strategic partnership relationships
- Liaise with Digital Marketing Executive on social media opportunities across partnerships and events
- Continuously evaluate existing partnerships for new collaborative opportunities

### **Required skills:**

#### *Essential:*

- 6+ months of experience within an events role (curating, organising, running)
- Structured and methodical approach with high level of attention to detail
- Exceptional organisational ability, with the capacity to manage multiple events under pressure and within tight time frames

- Self-starter & self-motivated. Able to work individually and as part of a team
- Excellent verbal, written, and interpersonal communication skills
- Ability to confidently use Excel / PowerPoint / Outlook
- An understanding and genuine interest of the luxury consumer & market place and working with high net worth individuals
- Excellent project management skills
- Ability to work under pressure in a fast-paced environment, with a willingness to easily transition between responsibilities, as required.
- Comfortable thinking on your feet and using your initiative
- Understanding of working with cross functional teams
- Flexible to work on weekends and evenings where required
- Comfortable travelling internationally

*Desirable:*

- An understanding of the luxury or automotive events sector
- Demonstrable financial acumen and ability to manage budgets
- A working knowledge of adobe creative suite
- Educated to degree level or equivalent qualification
- Experience using Microsoft Dynamics (or similar CRM system)
- List of vendor contacts
- A full UK driving licence is desirable

**Keen to apply?**

We want to hear from you! Please send us a covering note (maximum 400 words) with why you are the right candidate for this role. Please don't just regurgitate your CV – we are looking for a flavour of you and what you can bring The Little Car Company. Think of this as your own personal highlights reel.

Please note that if you have not heard from us one week after the closing date of the advert then on this occasion then you have not been successful. However, we will keep all applications on file and be in touch if any future roles match your skills.