

## **Laytown Races Secretary / Manager position**

Reporting to the Chairperson and committee of Laytown Races, The Laytown Races Secretary / Manager will lead the management and operations of the annual Laytown race meeting.

### **Responsibilities:**

- To deliver excellent customer service for racegoers and profitability from racing
- Manage, monitor and control all financial matters for Laytown Races
- Positively manage key relationships with industry stakeholders and third parties such as HRI, IHRB, AIR, bookmakers, food and beverage partners, contractors, and all suppliers
- Work closely with the Chairperson and committee on any future racecourse refurbishments and/or capital development programmes
- Deliver best practices in health and safety compliance for staff, customers and industry participants
- Manage effective race day marketing, social media and communications campaigns
- Manage and co-ordinate sponsors
- Maintain and further develop the role the track plays within the local area
- Any other duties as may be required

### **Skills and experience**

- Relevant experience at a management / senior administration level
- Excellent written and oral communication skills including proficiency in IT and administration
- Strong commercial acumen
- Previous experience of managing budgets
- Strong project management skills
- Ability to work in collaboration with a wide range of stakeholders and committees

This is a part-time role which the remuneration package will reflect.

Please send your CV by close of business on Friday October 14 to [vmurrayandco@eircom.net](mailto:vmurrayandco@eircom.net) address, quoting LAYTOWN RACES