



Position:	Racing Manager (Sunderland Greyhound Stadium)
Contract type:	Full Time, Permanent
Hours of work:	40 hours, 5 days out of 7, including evenings and weekends
Responsible to:	Senior Racing Manager

About the role

The Racing Manager will work closely with the Senior Racing Manager, Group Racing Manager and Head of Racing to deliver the race meetings required with integrity. You will grade cards for race meetings and perform racing office/race meeting duties as required. Compliance with conditions imposed on the business by Government, Gambling Commission and The Greyhound Board of Great Britain (GBGB) need to be met or exceeded. This role will include a variable working week pattern to meet the needs of the business, including weekends and evenings where the racing schedule requires. You must have a keen eye for the performance of the field and have welfare at the heart of decision making and upholding the integrity of Sunderland Greyhound stadium and Arena Racing Company. Develop others within the team and assist with the management and smooth running of the racing office and paddock.

Key responsibilities for the role will include:

- Develop and enhance grading skills for grading races and trials in accordance with the grading process alongside the Senior Racing Manager.
- Advertise through the GBGB portal and put together open races as required.
- Assist with the day to day running of the Racing Office.
- Assist in achieving any racing KPI's
- Input data into the GBGB racing office system, including proofing formlines, advance cards and results.
- To assist in preparing staffing rotas as required for race/trial meetings.
- To report to the Senior Racing Manager any irregularities or breaches of rules witnessed in relation to the Racing Product or GBGB rules.
- Run/support the Senior Racing Managers in running race/trial meetings.
- To ensure compliance with the GBGB Rules of Racing.
- To liaise with Trainers, Vet and other departments to maintain a positive relationship with others.
- Use the public address system.
- Marking up greyhounds and completing and sending paperwork relating to greyhound registration and licencing.
- Distribution of information to outside sources including social media.
- Kennel number allocation and paddock duties as required.
- Creating and printing race cards.
- Have an understanding of the Animal Welfare Act and Welfare of Racing Greyhounds Regulations 2010.
- To complete any other reasonable tasks requested by management as required.

- Help support in the processing of reports, time sheets, registrations and prize money.
- Answering the phone when required to deal with queries.
- General Racing Office Duties.
- Act as a representative for the stadia and ARC at all times, leading by example to all other team members.

Qualifications:

- Computer literate – a basic knowledge of spreadsheets and formulas.

Essential Skills & Experience:

- Previous Racing Office Experience as Assistant Racing Manager or above
- High level of interpersonal skills
- Logical approach to tasks
- Personable
- Excellent approach towards time management
- Works well under pressure
- Organised, systematic and process driven

Key Performance Indicators:

- Complete tasks within deadline as set by the Senior Racing Managers
- Effective undertaking of key duties
- Building a good working relationship with Trainers

Other

To be an ambassador for ARC and for our site, taking personal responsibility for finding out about our product and services, and at all times striving to represent the company in the most professional, courteous and efficient manner possible.

To keep a close eye on the performance of trainer's kennels and strength of the field.

To help support our high standards on Greyhound welfare.

Signed by Employee_____ Date_____

Signed by Line Manager_____ Date_____

