



Job Specification

For: Arrive & Drive and Classic Car Experiences Manager

Ref: VR/01400

Job Description

Location: Bicester, Oxfordshire

Reports to: [Managing Director / Group Operations Director]

Direct Reports: Dedicated Mechanic, Arrive & Drive Assistant

Position Overview

The Arrive & Drive and Classic Car Experiences Manager is responsible for the operational management, maintenance coordination, and logistical planning of the fleet -- a collection of classic rally and touring cars used across the company's competitive and non-competitive events in the UK and abroad. This role focuses on ensuring the fleet's mechanical reliability, compliance, and readiness for use, managing the movement and storage of vehicles, coordinating with workshops and suppliers, and overseeing the smooth running of all technical and administrative aspects of the Arrive & Drive programme. The position requires a solid understanding of classic car mechanics and engineering principles, strong organisational and administrative skills, and the ability to manage logistics and maintenance scheduling efficiently. Due to the nature of the events, UK and international travel is required; therefore, a valid passport and availability to travel are essential.

Key Responsibilities

Fleet Operations & Maintenance Management

- Oversee the entire Arrive & Drive fleet, ensuring all cars are safe, compliant, and ready for use.
- Plan and coordinate maintenance, repairs, and servicing schedules for each vehicle.
- Work closely with in-house and external mechanics, engineers, and specialists to maintain cars to company standards.
- Maintain accurate service logs and historical records for every car, including past work, current condition, and future maintenance plans.
- Manage all vehicle compliance, including insurance, MOT, tax, registration, and relevant authorisations.
- Ensure the correct storage, security, and presentation of all cars at Bicester Heritage and other facilities.
- Coordinate the preparation and movement of vehicles to and from events, workshops, and storage facilities.

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RHQ RE, Ravelin Building
Brompton Barracks
Chatham, ME4 4UG
Tele: +44-(0)7496 083483



- Occasionally assist hands-on with light maintenance, car preparation, and checks before and after events.

Logistics & Coordination

- Plan and execute the movement of vehicles across the UK and internationally for rallies and tours.
- Organise transportation, customs paperwork, and insurance where required.
- Work closely with the Competition Department to align event dates, logistics, and operational needs.
- Coordinate with other Group companies on shared space, car movements, and scheduling.
- Ensure cars are always available where and when needed, with minimal downtime.

Financial & Administrative Management

- Manage maintenance budgets and track expenditure accurately, working with the Group's finance department.
- Maintain up-to-date logs of vehicle-related costs, invoices, and supplier payments.
- Prepare regular reports on fleet condition, cost performance, and operational status.
- Identify opportunities to improve efficiency and reduce maintenance costs without compromising quality.

Leadership & Team Management

- Supervise and support the Arrive & Drive Mechanic and Assistant in daily operations.
- Ensure clear communication, task allocation, and accountability within the team.
- Maintain close working relationships with the financial, logistics, and event departments.
- Ensure safety procedures, documentation, and compliance standards are consistently met.

Required Skills & Experience

- Strong background in automotive, mechanical, or engineering operations (classic car experience preferred).
- Proven experience in fleet management, workshop coordination, or event logistics.
- Excellent organisational and record-keeping skills with a keen attention to detail.

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- Good understanding of mechanical systems and the requirements of classic car maintenance.
- Experience managing budgets and reporting on costs.
- Proficiency with Microsoft Office/Excel and database or fleet management software.
- Full, clean driving licence (experience driving classic or performance cars an advantage).
- Valid passport and full availability to travel in the UK and abroad.

Personal Attributes

- Technically minded with a practical, hands-on approach.
- Organised, reliable, and capable of managing multiple priorities.
- Calm under pressure with a solution-oriented mindset.
- Strong communicator with the ability to coordinate across departments and suppliers.
- Enthusiastic about classic cars, engineering, and motorsport heritage.
- Flexible regarding working hours, including evenings, weekends, and international travel.

Contract

Full-time, permanent role based at company HQ, Bicester Heritage. Flexibility required around event schedules and travel commitments.

Compiled by : **Fiona Louch**
Compiled on : **10/29/25**

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