JOB TITLE:

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| Events & Media Co-ordinator |

PURPOSE OF THE JOB:

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| * To support the Head of Outreach & Communications
* To be responsible for external communications including the design and implementation of marketing material
* Event management and website administration
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DUTIES & RESPONSIBILITIES:

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| * Event management and administration (sourcing venues, dealing with enquiries and payments etc..,)
* Writing and publishing marketing material and newsletters
* Designing and distributing print and online publicity materials (posters, flyers, emails)
* Updating social media accounts
* Liaising with various Institute committees and external companies and organisations
* Maintaining the database and distribution lists
* Share in general office activities including reception/telephone cover
* Provide cover as required for absent staff (sickness / holiday)
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REPORTING TO:

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| * Head of Outreach & Communications
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WORKING HOURS:

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| * 5 days a week, evening and weekend work required. Hours can be flexible.
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HOLIDAY ENTITLEMENT

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| * 25 days pro rata
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SALARY

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| * Circa £28,000
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**Person Specification**

KNOWLEDGE & SKILLS:

Essential:

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| * Advanced ability with office software
* Experience with website editing software, CMS
* Good knowledge of Twitter and Facebook
* Ability to relate to and deal sympathetically with the membership and public
* Able to solve problems creatively
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Desirable:

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| * Experience with Drupal or similar CMS
* Understanding of working within a membership framework.
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WORK SKILLS

Essential:

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| * Ability to work under pressure and to tight deadlines
* Accurate editorial and copy editing ability
* Eye for style, format and layout of documents
* Ability to plan ahead and anticipate problems
* Able to work within budgetary constraints
* Ability to work within a team and contribute to the overall effort
* Positive and willing attitude to dealing with work problems
* Ability to strike a balance between working under own initiative and liaising with the appropriate committee member.
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EXPERIENCE:

Essential:

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| * Organising and administering medium-large events
* Designing promotional leaflets and flyers, following brand guidelines, with InDesign
* General administrative experience in a similar or related activity
* Website editing
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EDUCATION:

Essential:

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| * A Bachelor degree or equivalent experience/qualification.
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