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 |

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) |

REPORTING TO:

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| * Head of Outreach & Communications |

WORKING HOURS:

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

HOLIDAY ENTITLEMENT

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| * 25 days pro rata |

SALARY

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| * Circa £28,000 |

**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 |

Desirable:

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

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. |

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 |

EDUCATION:

Essential:

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| * A Bachelor degree or equivalent experience/qualification. |