

Person Specification

Marketing Co-ordinator

As a small organisation which is constantly developing and evolving, employees need to be flexible and willing to engage in a team approach. Everyone is encouraged to contribute ideas and configure solutions for the development of the organisation, including strategic planning. This is seen as an opportunity for personal development and for gaining a better in-depth understanding of each other's roles as well as maximising the capacity and potential of the organisation.

Education/Qualifications/Knowledge

Essential

1. Proven track record and practical experience of marketing in the events/hospitality sector
2. Understanding of events management and/or the corporate hospitality market
3. Qualification and/or experience in Customer Care practice.

Desirable

1. Experience of licensing requirements at events
2. Experience of stage management at events

Aptitudes and Skills

Essential

1. Ability to develop and implement strategies for marketing and sales development
2. High level of communication skills on all levels
3. Strong analytical and organisational skills
4. High level of presentation
5. A willingness and ability to work flexibly to cover the demands of booked and planned activities
6. Good interpersonal skills
7. Attention to detail, planning and ability to meet deadlines
8. Ability to work calmly under pressure and with initiative, as well as effectively as part of a team
9. Computer literacy and word processing skills
10. Good written and literacy skills

Desirable

1. Educated to Degree level (or equivalent)
2. A good understanding and familiarity with the charity sector
3. Experience of staff supervision
4. Health & Safety
5. Experience of administrative systems and procedures

Additional Essential Requirement

The successful applicant will need to have access to a car for collection of supplies.