

Burton Constable Foundation

Marketing and Events Manager

Person Specification

Knowledge, Skills and Experience Required

- Excellent IT and numeric skills including Microsoft Office, internet, databases and email.
- Excellent communication skills, both written and verbal, including the ability to write promotional literature to appeal to a wide range of audiences
- Ability to monitor and control resources
- Excellent planning and organisational skills, with the ability to manage your own workload, prioritise effectively and meet deadlines
- Ability to work effectively independently and as part of a team
- Previous experience and proven track record of delivering successful marketing campaigns
- Experienced in using e-communications, on-line platforms and social media to raise the profile and generate business. Experience of Facebook advertising would be desirable.
- Customer care experience and positive 'can do' attitude
- Sales experience to maximize income generation
- Proven track record of delivering a successful programme of events and activities
- Knowledge of Health and Safety legislation and experience of completing Risk Assessments.
- First Aid qualification or willingness to train desirable.
- Must be available to work regular weekends, Bank Holidays and Special Event Days and some evenings and be prepared to be flexible about rostered days and times.