

Administration and Marketing Assistant

A Birmingham based consultancy Get Grants Ltd provides fundraising and grant making services and training for the voluntary sector, including charities, sports clubs, schools and community organisations. The business has experienced an increase in demand for services and Bid Writing and wider Fundraising training course. The business is responding to opportunities that present themselves in the short and medium term through recruitment to this role.

A successful candidate would be instrumental in supporting further growth of the business through leading a varied role that will touch on all aspects of the consultancy. This will include administrative support, marketing and design work, and supporting consultancy activities.

This exciting role is positioned at the heart of a small business providing an interesting workload that has the potential to develop into a permanent and expanding role.

Job Title:	Administration and Marketing Assistant
Purpose of the job:	To provide support to this thriving consultancy through improving the efficiency, effectiveness and reach of the business. The role will play a vital role in the business through supporting and improving administrative processes, leading marketing activities, event management, and supporting fundraising and grant making activities.
Duties and Responsibilities:	<p>Assist with administrative activities including:</p> <ul style="list-style-type: none"> - Liaise and maintain contact with clients and partners - Update and monitor Get Grants systems and spreadsheets <p>Lead and support marketing and social media activities including:</p> <ul style="list-style-type: none"> - Update social media presences - Creating content for and updating Get Grants website and newsletters - Supporting production of marketing materials <p>Support in the promotion and administration of training courses and events including:</p> <ul style="list-style-type: none"> - Completing room bookings, catering requirements and event bookings - Responding to email enquiries from delegates - Creating advertising material for Get Grants website and social media, as well as external sources <p>Support Get Grants consultancy work through:</p> <ul style="list-style-type: none"> - Reviewing completed documents - Carrying out research to support the work of other staff - Leading simple consultancy work <p>Undertaking any other tasks/duties as may be reasonably required</p>
Reporting to:	Managing Director

Working hours:	Part-time – 15 hours per week (as arranged) 6 months contract (Initially)
Place of work:	The Moseley Exchange, Moseley, Birmingham
Salary:	£9.00 per hour
Closing date:	30 th April 2019

Personal Specification

We have produced a relatively short Personal Specification as we are happy to consider candidates with varied experience as we are looking for the 'right person' rather than the candidate with the most relevant experience. If you think you can help the business grow and seek further opportunities in our sector get in touch.

General Experience:	Discretion of confidential correspondence and other matters (E) Good general education (E) Knowledge of the charity sector, in-particular understanding of fundraising (D) Awareness of digital marketing methods (D) Events experience (D)
Organisational skills	Excellent organisational skills for self and others (E) The ability to work unsupervised and on own initiative (E) Administrative experience (D)
Communication skills	Excellent written and communication skills (E) Ability to work with a team (E)
Computer Literacy	Computer literacy is required at user level including: <ul style="list-style-type: none"> - Microsoft Office (E) - Wordpress (D) Quick and easy retrieval of information from the internet (E) Knowledge of social media platforms (D)

Essential (E), Desirable (D)

How to apply

In order to apply for this role please forward your CV and a short covering letter (maximum of one side A4) to:

info@getgrants.org.uk

Further information

Information on Get Grants and the services it provides can be found at www.getgrants.org.uk. If you have any questions regarding the role please contact the email address above.