

Membership and Marketing Assistant

Location: Lancaster Court, 8 Barnes Wallis Road, Fareham, Hampshire PO15 5TU

Hours: 37.5 hours per week – 09:00- 17:00 with 30 minute lunch
(part-time may be considered but a 17:00 finish essential)

Salary: £18,000 to £20,000 depending on experience

Annual Holiday: 28 days per annum including bank holidays

An opportunity has arisen to work with the Compleat team as Membership and Marketing Assistant. This role will provide essential marketing and efficient administrative support for the company and its clients. The company demands high standards of customer service, accuracy and efficiency.

The role is incredibly interesting and varied; sometimes you will be providing administrative support to clients, managing membership applications and renewals and updating websites. Other days working with the Company Director on our marketing plan, designing content for the business social media pages, producing e-broadcasts and assisting the wider team with event management.

Some working away from home will be required as the jobholder will be asked to attend some client meetings, support at conferences and exhibitions.

The role includes:

- Providing administrative support to the Company Director to help achieve the business's growth objectives
- Working closely with the Company Director to ensure effective marketing of the Company and our Clients Organisations
- Shared administrative support to a key clients Board Members and acting as a point of liaison between their various committees and working groups.
- Occasional meeting secretary to allocated client committees and ad-hoc working parties: including booking venues, attending meetings, the taking, typing and distribution of minutes. Preparation and distribution of committee papers, articles and reports, printing, filing, archiving and any other duties as required
- Website maintenance for the company and our clients (bespoke sites and Wordpress)
- Management of membership data and assisting as required in the preparation of financial, membership, poll and survey data

- Covering and/or assisting the Conference Team during times of absence and high workload
- Assisting with Client Newsletters as required
- Such other duties as may be required.

If you:

- have strong communication skills, written and verbal with strong grammar
- are highly organised, methodical with a strong ability to manage time and meet deadlines
- are fully computer literate with an enthusiasm for social media
- are creative by nature with a passion for marketing and administration
- are a fast learner with a hunger and willingness to learn
- have an eye for detail ensuring high accuracy of communications
- are a results-driven individual
- have a positive outlook and can-do attitude
- enjoy working both independently and as part of a team
- are resourceful, have initiative and adaptability
- can maintain complete confidentiality at all times
- have the flexibility to travel (UK) meaning occasionally working non-traditional hours
- the ability to stay calm during periods of high activity and strict deadlines
- hold a full, clean driving licence and use of a car,

then we want to hear from you.

This is an ideal role for someone with a keen eye for detail, that enjoys working within agreed processes and procedures but who possesses initiative, creativity and a willingness to embrace new ideas.

Line Manager

Company Director

Relationships

Company Director
The wider team
Clients

Prospective Clients
Web Provider
Marketing Coaching Partner

Qualifications and Training

- Marketing Qualifications preferred but not essential
- Strong experience in administration and marketing, including social media
- Training provided will include: on the job training for internal systems and membership database management, website management, and a marketing training programme allowing you to learn cutting edge marketing techniques with our marketing coaching partner.