



Post: Administration Assistant (Marketing)

Responsible To: Administration Supervisor

JOB DESCRIPTION

Purpose of Job

The post holder will provide administrative support for the marketing of the curriculum and commercial business of the college, together with administrative support for a range of cross college activities.

Main Duties and Responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. The job description may also be amended to take account of changed circumstances.

1. To maintain and develop marketing databases in conjunction with the Curriculum Marketing Group.
2. To co-ordinate the development, design and print of promotional materials in support of curriculum activities eg prospectus, flyers etc.
3. To undertake background research and source marketing intelligence as requested by the Curriculum Marketing Group and Business & Resource Manager.
4. To update the Newbattle Abbey College website as instructed by the Curriculum Marketing Group and Business & Resource Manager.
5. To participate in the Curriculum Marketing Group.
6. To work with the Events & Administrative Assistant and the Business & Resource Manager in the promotion and marketing of the college wedding, conference, meeting and training facilities.
7. To support the college's social media strategy.
8. To undertake administrative duties, including reception cover as necessary, and any other relevant duties as requested by the Business & Resource Manager and Administration Supervisor.

CONDITIONS OF SERVICE

Post Title:	Administration Assistant (Marketing)
Location:	Newbattle Abbey College
Term of Appointment:	Permanent – 21 hours per week
Remuneration:	£18,000 pro rata per annum
Pension Scheme:	Lothian Pension Fund Scheme (Employer Contribution – 18.9%)
Reporting to:	Administration Supervisor
Holidays:	35 days per year (including 10 public holidays) pro rata
Closing date:	Monday 26 th February 2018

Person Specification

Education and Qualifications	
Essential <ul style="list-style-type: none"> IT literate – proficient Microsoft Office suite 	Desirable <ul style="list-style-type: none"> Qualified to HNC level or equivalent
Experience and Knowledge	
Essential <ul style="list-style-type: none"> Experience in office administration Good IT skills Experience of marketing and/or promotional activities Knowledge of social media Experience of minute taking 	Desirable <ul style="list-style-type: none"> Marketing experience in a college and/or heritage environment
Skills and Ability	
Essential <ul style="list-style-type: none"> Excellent organisational skills Ability to build relationships with staff and external suppliers Excellent customer service skills Good communication skills both written and verbal Ability to work in a small team 	Desirable <ul style="list-style-type: none"> Knowledge of commissioning design and print