



Get Out More CIC
AES Orchard, Sunderland Street,
Worth Way, Keighley, BD21 5LE

MARKETING AND PROJECT ASSISTANT: Job Description

Get Out More is a social enterprise on a mission to help people engage with nature to feel better in mind and body. We run outdoor programmes, including forest schools, outdoor play and community engagement programmes, for people of all ages across Bradford and beyond. We use local woodlands, parks and green spaces to bring people together, be active and feel good, working towards our vision: ***communities and nature growing healthier together.***

As a successful growing organisation, we are keen to appoint an organised and efficient Marketing and Project Assistant who can enhance our team and support the organisation with a range of essential marketing and administrative tasks. We are looking for a hard-working and proactive individual with high levels of computer literacy, a passion for marketing through social media and other means and a positive can-do attitude.

The post holder will be required to work on own initiative, often independently, sometimes to tight deadlines. Previous experience in a similar role is desirable although we are interested to hear from graduates and those returning to work who can demonstrate the level of skills and aptitudes to meet the requirements of the job.

If you wish to join a committed, friendly team that works hard to make a real difference to communities and the environment, we would like to hear from you.

Job Title: Marketing and Project Assistant
Job purpose: To provide marketing and administrative support for Get Out More projects
Hours: 37.5 hours per week Monday - Friday
Salary: £20-22,000 per annum dependent on skills and experience
Contract: Permanent
Reporting to: Get Out More Managing Director
Place of work: Airedale Enterprise Services, Sunderland St, Keighley, BD21 5LE

Main duties

Project support

- Promoting Get Out More's projects through social media and on our website.
- Overseeing project bookings via our ticketing software*
- Dealing with enquiries from the project partners, practitioners and customers
- Designing project publicity using simple desk top publishing and social media graphics tools
- Supporting Project Co-ordinators with the resourcing and administration of projects e.g., booking transport, gaining site permissions etc.

Organisational marketing

- Maintaining Get Out More's social media presence through a regular range of posts.
- Updating Get Out More's website*
- Compiling and distributing a quarterly newsletter



Organisational administration

- Ensure project monitoring is returned and inputted into Get Out More's CRM* to inform our project and board reporting.
- Maintain Get Out More's mailing lists.
- Maintaining Get Out More's photo resource library and equipment inventory.

General

- Attend team and line management meetings
- Support other work if required and capacity allows

* Training will be given in Get Out More's systems, applications and relevant software.

Job Specification

Skills and experience

Essential

- High level of computer literacy including Microsoft Office (Word, Excel, Outlook)
- Skilled at in using a range of social media platforms including Facebook, Instagram and Twitter
- A confident communicator with excellent written and verbal communication skills
- Organised, efficient and highly competent administrator with good attention to detail and able to work independently.
- Excellent planning and organisational skills, flexible and adaptable to fluctuating workloads, and able to work to deadlines.
- Proactive at prioritising, problem solving and getting things done.
- Able to use judgement and intellect to work on own initiative, often independently.
- Friendly and polite with excellent people skills and a sense of humour
- A team player with a willingness to work co-operatively with each member of our team.

Desirable

- Experience of working in a similar marketing / administrative role.
- Experience of updating websites using content management system WordPress.

Person specification

Essential

- Friendly and polite with excellent people skills and a sense of humour
- A hard-working team player with a willingness to work co-operatively and support the needs of a growing social enterprise.
- Committed to Get Out More's vision and the success of the venture.

Qualification

Desirable

- Qualified to Level 4 or above in related subject (e.g. marketing, administration, business)

Application:

If you feel you have the skills and experience to be our Marketing and Project Assistant, please email Susan Eardley (susan@getoutmorecic.co.uk) with a CV (max 2 sides of A4) and covering letter outlining what you can bring to Get Out More and how you meet the job and person specification. Include the names and contact details of 2 people who are able to provide references on your suitability for this post.

Deadline: Wednesday 2 June 2021 at 5pm

