

Job Description & Person Specification



Job Title	Events & Marketing Administrator
Division/Location	Marketing & Communications, Norwich
Reporting to	Head of Marketing & Communications
Weekly Hours	37 Hours Per Week, Monday – Friday
Grade/Salary	NCS APT&C, SCP 16 – 18 (£18,226 - £19,047)

Job Description	
The Role:	
<p>The Events and Marketing Administrator will be responsible for undertaking administrative duties, event coordination and support to the Marketing and Communications Team.</p>	
Main Responsibilities	
<ul style="list-style-type: none"> • Carry out relevant administrative tasks such as diary/meeting arrangements, organising travel, responding to emails and dealing with financial processes for the Head of Marketing and Communications and support the wider team. • Order and retain stock levels of promotional items and create improved systems of storing stock and booking items for team/wider use. • Organise agendas, meeting notes with action points as required. • Update spreadsheets currently held, consistently reviewing improved ways of collating key data for the team and making suggestions. Improve document storage and instigate use of templates to aid processes. • Co-ordinate all arrangements for conference/exhibition attendance and also corporate events. Be proactive in suggesting guests, themes for events and venues. Liaise with marketing staff to meet deadlines for materials required to support the events and create / agree checklists. Assist where needed with event set up. • Assist the team in the production of official and promotional documentation, including the drafting of quality copy as required (to include case studies, literature, award entries etc). • Conduct research on customers and competitors as directed for marketing strategy, marketing campaigns and web / comms activities. • Update ICT platforms and other management information systems to ensure information is accurate and up to date. • Carry out duties appropriate to the grade of the post, including occasional travel to other offices as required. Promote continuous improvement and deliver demonstrable high quality products and services which embrace quality standards. • Demonstrate personal commitment to the Norse Way CSR strategy as well as providing administrative support for the Norse Way Programme. 	
Other Duties	
<p>The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.</p>	

Approval/Review Date			
Approved by Operations Director:	TV	Date :	16/01/2020
Approved by HR Director:		Date :	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We strive to deliver outstanding quality and make business excellence the standard by which we measure ourselves.

Innovation – We embrace new ideas and have the courage to be creative so our services are delivered in the most effective and safe way possible.

Respect – We value everyone as an individual. We respect their rights, life choices and the personal contribution they make to our business success.

Trust – We want to be a trusted provider, partner and employer, recognising that to do so, our word must be our bond. If we say we will do something, we do it.

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	GCSE's Grade A – C (New Scoring 5 or Above) in English & Maths	Essential	AF
	Relevant qualification (HNC / HND / Degree / A-Levels) in a related English, Marketing, Communications or equivalent discipline	Desirable	AF
	Proficient in the use of Microsoft office suite	Essential	AF / I
Experience	Proven experience in a similar or related role	Essential	AF / I
	Experience with invoicing, purchase order processes	Desirable	AF / I
	Experience of proof reading, copywriting or designing literature	Desirable	AF / I
Skills/Abilities	Good communication and analytical skills	Essential	AF / I
	Strong, confident organisational and project management skills	Essential	AF / I
	Strong attention to detail, with the ability to interpret and present information clearly	Essential	AF / I

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Other Requirements	Full UK Driving Licence to meet the travel requirements of the role	Essential	AF
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General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual's responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement			
Employee Name:		Date:	
Employee Signature:			

Approval/Review Date			
Approved by Operations Director:	TV	Date :	16/01/2020
Approved by HR Director:		Date :	