

# Events, Marketing and Membership Assistant Recruitment Pack

Social Value UK is the national network for anyone interested in social value and social impact. We work with our members to improve the accounting, measurement and management of social value. We believe in a world where value is not only defined in financial terms but also includes changes to people's lives that are not captured in financial markets. We believe organisations should put the changes that people experience at the heart of their decision making.

To achieve our mission, Social Value UK provides training and assurance services, as well as hosting regular meetings and events, creating new tools and resources, and running campaigns. Through supporting and working with our members, and as a National Member Network of Social Value International, we are creating an international movement for change.

Social Value UK is an organisation with big ambitions, and we're looking to recruit an events, marketing and membership assistant to join our small team. We are looking for a proactive multi-skilled individual with a passion for social justice.

## Location

The role is based in the Social Value UK office in Liverpool City Centre. You may be required to undertake national and occasional international travel to attend and organise conferences and events.

## Hours

The successful applicant will be required to work 35 hours per week. Holiday entitlement is 25 days per annum.

## Salary

£15,000 - £18,000 per annum, depending on experience.

## To Apply

To apply, please email Clare at [clare.bentley@socialvalueuk.org](mailto:clare.bentley@socialvalueuk.org) with your CV and covering letter (no more than one A4 page) stating why you are interested in the role and summarising your skills and experience in relation to the job description below.

**Closing date for applications is Monday 29th March 2019.**

**Interviews will be held during the week beginning 1st April 2019.**

**Start date will be ASAP subject to the candidate's availability.**

## Job Description

To support the team with a range of activities as we continue to grow and support our members. Specifically the role will involve proactive marketing of all of our existing services such as training, assurance and events. The role will ensure that all Social Value UK events are well organized and well attended. The role is also highly customer focused as it will provide support to the membership manager in providing a first class service to our members.

The Membership and Communications Coordinator will report to the Office Manager of Social Value UK.

## Main Duties and Responsibilities

### 1. Support members of Social Value UK

- a. Speaking to members on the phone to gather feedback about services and sign post them to relevant opportunities
- b. Working with the membership manager and office manager to attract new members and ensure that existing members want to renew through regular engagement along their membership journey on phone, email and at events

### 2. Support event management

- a. Support the coordination of regional meetings of members and social value working groups
- b. Support the office manager in arranging venues, logistics and successful delivery of all Social Value UK events
- c. To attract attendees to Social Value UK training courses through external engagement with organisations, promotion and selling

### 3. External Communications

- a. Support the overall development and implementation of the marketing strategy
- b. Promoting membership services to existing and potential members
- c. Promoting training and events
- d. Attending some events including the annual conference

### 4. Working Practice

- a. Work well in a small team with initiative, independence and good team working skills
- b. Undertake such other duties as may reasonably be required, commensurate with the level of the post and the needs of the organisation
- c. Engage in continuous self-development and training

# Person Specification

<b>Criteria: Essential</b>	
Skills	Good organisational, time management and planning skills Excellent written and verbal communication Strong IT skills Good attention to detail and accuracy Good knowledge of marketing techniques
Attitudes	Passion for social justice Creative and entrepreneurial The ability to work under pressure and to deadlines The ability to work on multiple projects at one time The ability to be a team player The ability to work independently and with initiative
Other	Ability to work flexibly, responding to the requirements of the role Able to travel as and when required by the job
<b>Criteria: Desirable</b>	
Qualification	A degree in a related subject
Knowledge	A knowledge and understanding of social value and measurement
Experience	Experience of working in a membership organisation experience of working in sales, marketing or event management.