

- Job Title: Admin and Marketing Officer
- Contract: 12 Month Fixed Term Contract (with possibility of extension)
- Reports to: Heritage Manager
- Hours: four days a week (usually Thurs, Fri, Sat & Sun with flexible working patterns)
- Location: Severndroog Castle
- Salary: £20,000 (£16,000 pro rata four days a week)

To assist the Heritage Manager with the development and day-to-day management and operation of Severndroog Castle: responsible for the co-ordination and administration of the private hires and events and the implementation of marketing plans.

- Responsible for the administration and delivery of the private hires and commercial events
- Lead in implementing the marketing plan and be responsible for day-to-day marketing tasks and coordinating marketing projects and activities as requested
- Assist the Heritage Manager in implementing the business plan by meeting commercial income targets through space hire, retail, café, and events
- To take on the role of Duty Manager when the Heritage Manager is not on site - taking responsibility for the building, volunteers and staff. Cover the Heritage Manager's annual leave and sickness by taking responsibility for day to day running of Severndroog Castle as a visitor attraction including supervising volunteers and implementing the opening and closing routine.
- Supervise and coordinate events such as private hire for parties, weddings and meetings, ensuring the smooth running of the activity and safety of all guests
- Managing casual staff, external contractors and suppliers
- Managing budgets, sending and paying invoices, banking money, maintaining and inputting financial data on the Sage system.
- Includes out of hours working at weekends and evenings to support events and hire
- Administration, planning and organising logistics related to events and hires.
- Marketing SCBPT offer through social media, direct mail, advertising, websites, posters or publicity leaflets and attracting media coverage
- Setting up tracking systems for marketing campaigns and online activities.
- Writing or contributing to publications which accompany events and activities
- Arranging performances, artists, venues, security, catering and sales of tickets
- Working with the Heritage Manager to develop new projects and initiatives in consultation with the Catering Manager and key stakeholders (e.g. local authorities, local government and communities, venue directors and regional arts boards)

- Taking responsibility for operational and office management issues such as health and safety issues and building maintenance
- Implementing and maintaining office and information systems providing administration support to managers and directors

Experience

- Previous experience in a similar role.
- Experience writing copy and print.
- Experience of budget management.
- Digitally literate with a good knowledge of social media, digital marketing print marketing and CRM/marketing databases.
- Experience with office management software MS Office (MS Excel and MS Word, specifically)
- Advocate of customer/client care including experience of dealing with a range of customer enquiries/concerns in a professional manner.
- Good visual literacy and experience of dealing with the principles of branding.

Key Skills

- Strong organization skills with a problem-solving attitude
- Strong and confident communicator.
- Attention to detail
- Motivation to achieve and exceed business targets
- Organised with the ability to handle multiple tasks simultaneously and prioritise accordingly
- Ability to work under pressure and to deliver deadlines
- Ability to work as part of a team, yet capable of working very well independently
- Flexibility in regards to working hours i.e. evenings, weekends and ability to swap working days if needed
- Creative approach

Deadline for applications 6th December
Interviews will be held on Friday the 14th of December

To apply email a CV and covering letter to
jobapplications@severndroogcastle.org.uk