



# Shrewsbury House Community Association

## JOB DESCRIPTION

<b>Job Title</b>	Marketing & Events Assistant
<b>Based at</b>	Shrewsbury House Community Centre, Bushmoor Crescent, Shooters Hill, London SE18 3EG
<b>Responsible to</b>	Manager

### **Purpose**

To organise and market a programme of events and regular activities at Shrewsbury House, that generate social capital and income, and support the development of the Community Centre in line with our business plan.

To organise new events and activities in liaison with staff, volunteers, partner organisations and suppliers to fill our calendar with appropriate fundraising events, private bookings and regular community activities.

To maintain the Shrewsbury House website, and design and produce online communications, social media and printed literature and posters that are accessible to all members of the community.

To provide administration support for the smooth running of the office function and deputise for the manager when required.

### **Marketing and communications**

Administer and coordinate all marketing materials ensuring accessible and effective communications with all stakeholders in person, online and in print.

- Update and design layout of marketing leaflets and posters, digital information, signage and other promotional literature
- Administer and update the content for Shrewsbury House website and other social media accounts, in-house screens and notice boards.
- Coordinate the distribution of printed communications
- Organise monitoring and evaluation of customer care survey data
- Assist with the compilation and distribution of monthly newsletters and other SHCA communications
- Develop and maintain the database of SHCA contacts and providers
- Deal with confidential material as required

### **Events**

- Design, coordination and promote a regular programme of fundraising and community events to increase footfall and income for SHCA.
- Help to create new events and ways of engaging with our diverse community
- Be the point of contact for private and community events
- Coordinate events calendar in liaison with staff team, customers, catering providers and partner organisations

- Provide customer care and health and safety coordination for private and community events
- Maintain accessible hire and booking forms, online and in print, with terms and conditions, for private and community events
- Liaise with management team on staffing and resources for events.

The post holder will be required to undertake any other reasonable duties discussed and directed by the manager.

### **Essential Skills**

- excellent verbal and written communications and customer care skills
- good levels of design for posters and other promotional materials
- have good numeracy, accuracy and attention to detail
- be able to prioritise own work and deadlines
- be proficient in Microsoft Office and design software
- be proficient using and developing all social media and online communications

### **Person Specification**

- demonstrate willingness and ability to be flexible with working hours to fit in with demand – this may include some evenings or weekend working.
- ability to work unsupervised and also to contribute as part of a team
- be conscientious and ensure that safety and security procedures are followed
- be able to maintain confidentiality at all times
- be committed to equal opportunities and community services, and supporting people with protected characteristics

### **Terms and Conditions**

**Hours:** 15 hours per week, onsite, over 4 days with occasional evening and weekend events

**Annual Salary:** £9845.00

**Holiday Entitlement:** 4 week's holiday (15 hrs per week) plus bank holidays

