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| Marketing and EventsOrganiser – Equate Scotland  | ENU_Logo_CMYK |
| **Role Description**  |  |

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| **Grade & Salary:** | Grade 3:  |
| **Campus Location:** | Equate Scotland, Craiglockhart Campus, Edinburgh Napier University |
| **Line Manager:** | Finance and Operations Co-Ordinator, Equate Scotland |
| **Line Management Responsibility for:** | N/A |
| **Role Summary:** | Event organisation including planning, administration and marketing support for Equate Scotland workshops, Coaching programme and conferences. Providing marketing design support for online media and leaflets.  |
| **Main Duties and Responsibilities** |
|  | To provide full administrative support to staff at Equate Scotland in making arrangements for all events organised by Equate Scotland. |
|  | Liaise with a range of external suppliers in relation to venue booking, catering, audio visual and print requirements for all events organised by Equate Scotland.  |
|  | Liaise with a range of external speakers and trainers, ensuring their requirements are met for all events organised by Equate Scotland. |
|  | Input data following events including monitoring forms, evaluation forms and any other information relating to reporting targets, complying with GDPR processes. |
|  | Marketing design of all leaflets, posters and online graphics used to promote the events organised by Equate Scotland. |
|  | To manage the online event registration system, including (where necessary) attendance at events and liaison with speakers/attendees. |
|  | **General Duties** |
|  | To participate in any training and staff development considered necessary. |
|  | To provide a helpful first point of contact for Equate Scotland. |
|  | Any other relevant duties in support of the work of the Equate Scotland. |

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| **Person Specification** |  |

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| **Attributes** | * **Essential Selection Criteria**
 | **Desirable Selection Criteria**  |
| Education/Qualifications | Relevant education and/or equivalent level of relevant work experience. |  |
| **Experience**  | Able to demonstrate experience in event planning and organisation.Able to demonstrate experience of liaising with a range of external suppliers, event speakers and trainers.Administrative experience in a busy office environment. |  |
| **Skills/Personal Requirements** | Excellent verbal and written communication skills.Excellent organisational skills.Ability to manage time effectively and prioritise tasks.Ability to work under pressure and to deadlinesAbility to be a full team playerConfident IT user using the following Microsoft packages: Word, Excel and Outlook. Ability to work flexibly when required. | Knowledge and expertise of InDesign and/or other design applications or willingness to be trained in its use.An eye for design and experience in designing marketing materialsExperience in use of databases (Raisers Edge or equivalent) |

* *Essential Selection Criteria* are mandatory requirements for a post-holder. If a potential candidate does not evidence all of these requirements in their application form they do not meet the essential criteria of the role and, therefore, will not be short-listed for interview.

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