

Busnes Cymdeithasol Cymru

Social Business Wales

[/businesswales.gov.wales/socialbusinesswales](http://businesswales.gov.wales/socialbusinesswales)



Wales Co-operative Centre
Canolfan Cydweithredol Cymru

As a leading organisation for social enterprise and co-operative development in the UK, and with substantial experience tackling poverty and exclusion, our work is at the top of the political agenda. The Wales Co-operative Centre has the opportunity to provide ambitious solutions to the challenges facing the economy and society of Wales. As an equal opportunities employer, we now invite applications from all sections of the community for the post of:

Marketing Assistant

Project Purpose:	To provide advice to social businesses to support business growth
Job Purpose:	To provide first class support for our dynamic and creative Marketing team and to successfully deliver Social Business Wales marketing activities.
Starting Salary:	£22,664 per annum
Contract:	Maternity Cover, Fixed term to 31 st December 2019
	This post is funded by Welsh Government and European Regional Development Fund
Hours:	35 per week
Location:	Caerphilly
Closing date:	22:00, Sunday 20 th January 2019

For an application pack, including further information, job description and person specification, please visit http://wales.coop/careers/current/current_vacancies or alternatively telephone 029 2080 7113 citing job reference MA/0119/CE

Please return completed application forms to HR Department, Wales Co-operative Centre, Y Borth, 13 Beddau Way, Caerphilly, CF83 2AX or by email to recruitment@wales.coop



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- Project Purpose:** To provide advice to social businesses to support business growth
- Job Purpose:** To provide first class support to our dynamic and creative Marketing team and to successfully deliver Social Business Wales marketing activities.
- Accountable To:** Marketing Manager

Role Specific Main Duties and Responsibilities

1. Assist with the development of strategic marketing plans *for Social Business Wales*;
2. Assist with the delivery of communications campaigns and activities *for Social Business Wales*;
3. Assist with the maintenance of *the Social Business Wales* website to ensure that information is constantly refreshed and up-to-date;
4. Assist with press work *for Social Business Wales*;
5. Assist with social media activity *for Social Business Wales* – schedule content; react and respond to activity on our social media channels as necessary (NB: this includes checking our social media accounts in the evenings and weekends);
6. Support the organisation of large-scale events *for Social Business Wales*, such as conferences and award ceremonies;
7. Organise small-scale events *for Social Business Wales*, such as network meetings, seminars and master classes;
8. Organise the *Social Business Wales* presence at external conferences and events;
9. Assist with the production and distribution of *Social Business Wales* publications, including case studies and blogs - liaising with external suppliers such as graphic designers, photographers and translators; writing copy; undertaking small-scale design work; proof-reading; distribution;
10. Contribute to direct marketing campaigns *for Social Business Wales*, including of newsletters, through off-line and on-line channels;
11. Order high quality, environmentally friendly exhibition stands, promotional products and clothing *for Social Business Wales*;
12. Organise photography and manage photographic consent forms *for Social Business Wales* clients
13. Liaise with external marketing suppliers to ensure goods and services are delivered to a high standard within specified timescales and budgets;
14. Provide administrative support to the Marketing Team *for Social Business Wales* activities – raise purchase orders; update spreadsheets; manage stocks of promotional materials; update contact lists; upload information to the staff intranet and any other administrative tasks that may reasonably be required.

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Wales Co-operative Centre Duties and Responsibilities

1. Work co-operatively with other staff and Wales Co-operative Centre programmes to promote the work of the Centre and facilitate achievement of the Vision;
2. Contribute to and represent the values of the Wales Co-operative Centre;
3. Promote and ensure safe working practices in line with Health and Safety requirements;
4. Adhere to all Wales Co-operative Centre policies and procedures;
5. Actively promote diversity within the Wales Co-operative Centre;
6. Play an active role in achieving excellence;
7. Maintain proper records of activity and produce reports as required;
8. Regularly attend and contribute to team meetings;
9. Work flexibly, including early mornings, evenings or weekends as necessary;
10. Travel as necessary to meet the requirements of the post;
11. Undertake professional development as required;
12. Undertake such other duties appropriate to the level of the post that may reasonably be required.

It should be noted that this job description merely provides a summary of the main duties and responsibilities of the post. It may be subject to periodic review and modification in conjunction with your Line Manager and the HR Manager which may lead to revisions in light of operational requirements.

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Person Specification – Marketing Assistant

This document outlines the knowledge, skills and behaviours which our ideal candidate will be able to demonstrate. If you feel that you could be the next member of our team, please tell us how you meet the criteria listed in section 1 within your application. Please address each point clearly.

1.0 Role Specific Knowledge / Skills / Behaviours	
1.1	Level 6 qualification in marketing OR equivalent relevant experience to include direct marketing, digital marketing, press work and publications.
1.2	Excellent attention to detail, including strong proof reading skills, grammar and spelling
1.3	Strong organisational skills, the ability to manage multiple projects and deliver to tight deadlines under pressure
1.4	The ability to communicate in Welsh is desirable, but, not an essential requirement for this role

All Wales Co-operative Centre staff are also expected to be able demonstrate the following core skills and behaviours. Some or all of these will be tested at interview stage.

2.0 Core Skills	
2.1	Ability to manage own workload, time and diary in order to meet deadlines / achieve outcomes
2.2	Ability to work independently with minimal supervision
2.3	Ability to work calmly and efficiently under pressure
2.4	Ability to work co-operatively and effectively as part of a team
2.5	Ability to competently use MS Office
2.6	Ability to deliver excellent customer service
2.7	Ability to communicate effectively, verbally and in written format, across various audiences
2.8	Ability to build relationships with internal and external stakeholders
2.9	Ability to identify opportunity for innovation and solve problems
2.10	Ability to adapt to change

3.0 Core Behaviours	
3.1	Co-operation – work collaboratively for mutual benefit
3.2	Support – give your time, expertise and encouragement
3.3	Fairness – value diversity and democracy
3.4	Integrity – strive to be open and honest in everything that you do
3.5	Positivity – invest your energy on achieving outcomes
3.6	Inspire - stimulate businesses, communities and people to take control and reach their potential
3.7	Punctuality
3.8	Committed to continuous professional development



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