



Marketing Nottingham Job Description & personal specification

Title:	Nottingham Partners Coordinator
Reporting to:	Nottingham Partners & Marketing Manager (Invest in Nottingham)
Salary:	£23,000 – 25,000 pro rata (dependent on experience)
Term:	Part-Time, permanent (22 hrs)
Location:	Nottingham city, flexible working office space and remote working

Job Purpose:

To support the management of the Nottingham Partners business networking organisation, assisting with managing the Membership and Events, be an integral member of the Invest in Nottingham team.

Working under the direction of the Nottingham Partners Manager and Marketing Manager, the Nottingham Partners Coordinator will support with events planning, membership enquiries and assist with keeping members informed, and raising the profile of Nottingham Partners within the local business community.

Duties:

Event management:

- Developing contacts to secure appropriate and good-value venue hire. Liaising with other teams within Marketing Nottingham where relevant.
- Booking suitable venues and arrange catering.
- Liaising and negotiating with suppliers
- Arrange AV and other equipment hire (if required).
- Create slides and collate speaker presentations.
- Generating a report of new members, guests, content to help with messaging at events.
- Production of name badges and guest lists.
- Troubleshooting on the day of the event to ensure that all runs smoothly.

Communication:

- Assist the Nottingham Partners Manager in maintaining the Nottingham Partners budget
- Produce regular reports and analysis on events, budget and activity for the Nottingham Partners programme
- Liaise with marketing and PR colleagues to promote events, before, after and during through the website and via social media.
- Responsibility for ensuring the event and member details on the Nottingham Partners website are kept up to date and are accurate.
- Communicate details of events to members.
- Maintain and enhance social media channels and ensure they are kept up to date.



- Ensure Members' news is shared on the social media channels and in the regular newsletter
- Maintain the Nottingham Partners website and ensure it is kept up to date. Adding and deleting posts, events, images etc.
- Assist in producing the regular Members' newsletter.
- Liaise with the wider Marketing Nottingham teams to enhance communications
- Manage the Members' profile pages on the website
- Keep Members up to date with member news
- Manage the Members' CRM system and ensure that it is kept up to date
- General member communications; first point of contact for all members
- Reacting to leads from prospective members

Work flexibly in time and duties; contributing to all the activities of Marketing Nottingham, which may include working outside normal working hours for particular events and activities, and to carry out any other duties required by the organisation.



Person Specification

	<i>Essential</i>	<i>Desirable</i>
<i>Knowledge</i>	<ul style="list-style-type: none"> • Excellent organisational skills and the ability to prioritise tasks • Attention to detail to ensure that every aspect of an event runs smoothly. • Knowledge of marketing and communications practice • Knowledge of a wide range of social media, online and digital platforms 	<ul style="list-style-type: none"> • Graphic design • Marketing qualification or relevant marketing experience • Knowledge of SEO
<i>Experience</i>	<ul style="list-style-type: none"> • Event management experience • experience in the planning and hosting of successful events • Experience of event marketing and promotion • Experience of working in a client/customer-facing role, including handling queries and website enquiries • Budgetary management 	<ul style="list-style-type: none"> • Experience of relationship building from networking • Experience of tendering and procurement of suppliers and contractors • Experience of implementing marketing, PR and/or communications plans, including social media and paid social media campaigns • Experience managing and growing multiple social media accounts • Experience of CMS management • Experience of CRM management
<i>Skills</i>	<ul style="list-style-type: none"> • Creative with excellent analytical abilities • Excellent communication (written and verbal) and interpersonal skills • Able to work effectively as a team member with a willingness to roll up sleeves and deliver hands-on help as part of a team • Ability to work under pressure and meet demanding deadlines • Demonstrable initiative and enthusiasm, and the ability to successfully multi-task • Copywriting skills for printed and online materials 	<ul style="list-style-type: none"> • Ability to use marketing tools such as Canva, Wordpress, Hootsuite and more