



**kalasangam**

## **JOB DESCRIPTION**

<b>Job title:</b>	Marketing/Administrative Assistant
<b>Responsible to:</b>	Marketing/Admin Officer
<b>Salary:</b>	£15,000 PA
<b>Hours of work:</b>	37.5 hours per week minimum with flexibility
<b>Base:</b>	Kala Sangam, St Peter's House, 1 Forster Square, Bradford BD1 4TY
<b>Period of contract:</b>	Fixed term to March 31 <sup>st</sup> 2018 (potential to continue subject to funding)
<b>Period of notice:</b>	One month after 3 months probationary period with a 1 week notice during the probationary period.
<b>Holiday entitlement:</b>	28 days including statutory & bank holidays, pro rata PA

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This post will involve flexible working patterns and may include evenings and weekend working. The post will require local, regional and national travel.

### **Responsibilities:**

#### **Marketing**

- Updating online/social media content
- Maintaining and updating the website including (prior experience desired not expected) online campaigns etc.
- Assisting the Marketing Officer in Press and PR activity
- Support Marketing Officer in producing printed material
- Maintaining the KS database of contacts
- Assisting in all audience development and market research
- Assisting at KS performances/data collection

## **Administrative**

- Answering phone calls
- Maintain office filing systems
- Schedule and co-ordinate meetings, appointments and travel arrangements for CEO and SMT as required
- Open, sort and distribute incoming mail
- Maintain office stationary inventories
- Admin support to Artistic and Marketing team

*Kala Sangam is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This post is subject to an enhanced Criminal Records Bureau application.*

### Personnel Specification: Marketing and Administrative Assistant F/T

AREA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer skills and knowledge of relevant software</li> <li>• Numerate with a good knowledge of MS Office and be computer literate.</li> <li>• Excellent communication skills</li> <li>• Problem assessment and problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Someone with strong interpersonal and communication skills.</li> <li>• Flexible and adaptable with excellent organisational skill.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form</li> <li>• References</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge/operation of standard office equipment</li> <li>• Knowledge of clerical and administrative procedures and systems such as filing and record keeping</li> <li>• Knowledge of principles and practices of basic office management</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and proficiency of all MS office applications</li> <li>• Proficiency in specific graphic design software</li> <li>• Web building/design software</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a professional office / team environment</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving.</li> <li>• Sound Admin/ Marketing experience</li> <li>• Minute taking</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• References</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• A good team worker and ability to work independently, without supervision.</li> <li>• Non-discriminatory and judgmental.</li> <li>• Flexible and adaptable</li> <li>• Committed, enthusiastic and 100% reliable</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail and accuracy</li> <li>• To be able to be flexible</li> <li>• Customer service orientation</li> <li>• To be able to work in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Qualifications / training</b>	<ul style="list-style-type: none"> <li>• A good general standard of education.</li> <li>• Evidence of personal self-development.</li> <li>• Legally entitled to work in the UK</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a marketing qualification.</li> <li>• Hold full, valid UK drivers licence and use of a car</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>