

## Job Description

# Part-Time Events and Marketing Administrator

### Introduction

Calibre Audio Library brings the pleasure of reading to people who have sight problems, dyslexia or other disabilities through a free nationwide postal, and internet service of audio books. We offer a choice of nearly 11,000 titles fiction and non-fiction, including around 3,000 titles specifically for the under 16's. We are a national charity, set up in 1974, and are not supported by any local or national government organisations; we rely entirely on voluntary donations to continue our valuable work.

We have 42 members of staff helped by volunteers, and this team provides the workforce to supply a constant service to around 14,000 members. We have a strong culture of mutual co-operation and strive to maintain a happy working atmosphere. Our offices are situated on the eastern outskirts of Aylesbury, just behind the Holiday Inn on the A41.

We are continually developing our services to provide members with a choice of formats to listen to our audio books. These currently include USB memory stick, MP3 CD, streaming and our new download App and service.

### Person specification

He / she will need a confident telephone manner, excellent IT skills and familiarity with using Microsoft Office, including mail merges. He/she will undertake a wide variety of tasks in conjunction with the marketing and events team, and prioritise a busy workload. Knowledge and experience of using databases, emails, including email mailings is essential. Attention to detail, and being comfortable replying to and collating / supplying publicity materials in a timely manner is also essential.

### The position

This is a part-time position, 20 hours per week, hours by agreement but mornings (9.00am to 1.00pm) preferred. Duties include, but are not limited to, the following:

## **Specific Tasks**

### **Events**

- Book accommodation and car hire for exhibitions
- Update events and exhibitions database on a timely basis
- Ensure relevant materials are produced and collated for all exhibitions.
- Keep exhibition materials up to date and relevant for each event
- Produce the event kits so that relevant materials and equipment for each event is prepared in a timely manner.
- Assisting with research and identification of new events
- Maintain Podio cloud for the team and ensure the system is updated

### **Mailing of newsletters**

- Set up and enact email mailing – setting postcode areas, member details export, segment members, segment professionals data base, creating invites, mail chimp, mail merge and print, posting.
- Maintaining the professionals database

### **Marketing Administration**

- Keeping master copies of forms and other marketing materials
- Maintaining templates for letterheads, complementary slips etc. for the organisation
- Responding to telephone/email enquiries for the department a directing the information to the relevant member of the team
- Replying to requests for publicity materials and ensuring materials are sent out in a timely manner.
- Working with the Fundraising administrator during the Annual appeal and Christmas appeals.

### **Other Duties**

- Answering telephone calls for the team
- Covering for the Fundraising and Marketing administrator when they are away.

## **Salary and benefits**

The salary is pro-rata the full time salary, currently £16,380 per annum equating to £9,360 for 20 hours, and is paid monthly in arrears.

Calibre provides death in service and sick pay benefits along with a Group Personal Pension plan, incorporating Pension Auto Enrolment, to which

Calibre will contribution match to 5% after three months service, increasing to 7.5% after five years' service. We also provide five weeks holiday progressively increasing to six weeks after five years' service. Calibre supports a "Salary Exchange" scheme, provides a healthcare cash plan and a "no annual absence" bonus.

The enclosed application form must be completed and returned together with a copy of your current CV and a letter of application. This should clearly state why you feel you are suitable for this position, indicating how you feel your skills and experience match the job description.

We also require the name, relationship and address of **two** referees, one of which should ideally be your present or most recent employer. We will not contact referees without your permission or until job offer stage.

Please note that part of the interview and selection process may involve a short work based, role specific test.

To comply with the requirement of the Immigration, Asylum and Nationality Act 2006, we will require proof that candidates have the right to live and work in the UK.

Please also respond specifically to the following points in your application:

- Details of all sickness absence you have had in the last two years.
- Under the Rehabilitation of Offenders Act 1974, provide details of any convictions, charges outstanding or unspent convictions.

The closing date for receipt of applications is **Friday 28<sup>th</sup> December 2018**.

Letters, marked Private and Confidential, should be sent to:

David Pipkin, Head of Personnel and Administration,  
Calibre Audio Library, Aylesbury, HP22 5XQ  
tel 01296 432 339  
or email to: [vacancies@calibre.org.uk](mailto:vacancies@calibre.org.uk)