



The Royal Caledonian Curling Club (RCCC): National Governing Body for Curling in Scotland

Marketing Assistant (Full time, 38hrs per week)

Salary: £18,000

Where: Stirling (may be varied)

Reports to: Marketing Manager

This is an exciting opportunity to join one of the largest governing bodies for sport in Scotland. Supporting all areas of the organisation from membership services and grassroots development to coaching and competitions, the Marketing Assistant will be responsible for delivering components of the marketing, communication and fundraising strategies. This is a creative and hands on role working with staff, partners, volunteers and suppliers to co-ordinate a wide range of output including website and social media content, e-newsletters, printed literature, event branding, photography and other promotional tools.

Responsibilities:

- Work on marketing activities in line with plans
- Develop promotional products and materials
- Carry out market research to enhance database and member services
- Edit and maintain digital media platforms including websites, database and social media and provide technical support to other users
- Manage content, design and distribution of monthly member e-newsletter
- Write and distribute news releases for national and regional press
- Source or commission photography and manage media resources
- Co-ordinate advertising revenues and account manage sponsors
- Attend curling competitions and deliver reports and media coverage
- Provide internal communications and marketing support to other staff
- General office administration

Skills: University degree or equivalent (preferably in Marketing, Business or Events), you will also possess:

- A flair for creativity
- Excellent organisational skills for projects, campaigns, activities and events
- Excellent copy writing skills
- Ability to engage with members, customers and partners
- Proficient in MS Office applications and other information management systems

You will be dynamic, resourceful and have some experience in marketing, able to provide evidence of your achievements. This position requires an innovative and creative person with enthusiasm, energy and an eye for detail. You will be able to work to tight deadlines on your own initiative. Technical expertise of graphic design programmes and editing software would be beneficial but is not essential. Experience of working with databases and content management systems would also be advantageous.

If you think you meet these criteria, are flexible and able to work some evenings and weekends, we can offer you a great opportunity. To apply: send a CV and completed application form to:

stuart@royalcaledonianscurlingclub.org

Closing date: 19 October 2015.

The Royal Caledonian Curling Club is an equitable employer and welcomes application from people from all communities. Applicants will be sent a link to complete an equality monitoring form online.

Further information on the organisation can be found at www.royalcaledonianscurlingclub.org