

Job Description

Job Title:	Marketing Coordinator
Responsible to:	Head of Communications and Development
Hours of Work:	Hours of work: 17.5 (days of week to be negotiated, to include some time commitment on Fridays)
Salary:	<p>Location: SBC, 43A Discovery Terrace, Heriot Watt Research Park, Edinburgh, EH14 4AP</p> <p>Salary: £23,000 pro rata</p>
<p><i>Better Business Better Scotland, Transforming Communities and Businesses</i></p> <p>Scottish Business in the Community [SBC] is the lead organisation in Scotland in responsible and sustainable business. SBC supports and challenges its members, partners, and organisations in all sectors to improve their impacts across the triple bottom line of the economy, environment and society. SBC works with business of all sizes to develop best practice, and to help them target their efforts and enable them to collaborate. Together we work in a variety of areas such as education and skills, environment, community development, workforce development and business transformation. We deliver a range of opportunities, including local network groups, programmes, events, forums, and training and advisory services.</p> <p>SBC is run by a small highly motivated team who are committed to driving the responsible business agenda in Scotland and beyond. We are looking for a Marketing Coordinator to provide essential support to SBC as it continues to grow and increase its reach and impacts.</p>	
Purpose of job:	The Marketing Coordinator will contribute towards the delivery of SBC’s corporate strategy through the provision of marketing coordination activities that support SBC’s key objectives and priorities. This includes inspiring the business community in Scotland to be active participants and contributors to their communities, and to be part of this business movement that SBC leads.
Responsibilities:	<p>This is an interesting and varied role, with activities in both communication and events, and training and advisory services, and will include the following:</p> <ul style="list-style-type: none"> • Maintain and help develop SBC data base [Salesforce] • Help coordinate SBC events calendar, and delivery of events • Help produce marketing materials across different platforms including SBC website and social media • Support promotion of SBC and its members through research and collation of information • Help research and report on SBC and related media activity • Help evaluate event and marketing activities • Support any research and analysis of Member or stakeholder needs.

Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience in a marketing role in a business environment • Excellent verbal and written communication skills • Ability to work on own initiative • Effective planning and project management skills, with attention to detail • Ability to form effective working relationships with customers and clients • An awareness of the wider context in which SBC works, and a desire to influence others in the responsible and sustainable business agendas. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in managing the delivery of events • Experience of public relations • Experience in running campaigns • Experience of working in or with a membership based organisation.
Terms and Conditions	<p>The appointment is subject to the terms of SBC Contract of Employment</p> <ul style="list-style-type: none"> ❖ SBC operates a non-contributory pension scheme in which employees are entitled to participate. SBC makes a 5% contribution against gross annual salary. Annual Leave of 25 days per annum plus 10 public holidays, pro rata. ❖ It is a requirement of this post that the post-holder will act responsibly and comply with their duties and responsibilities as identified by the SBC Company Handbook. ❖ There is a requirement to declare any interests you may have that might cause questions to be raised about your approach to the business of Scottish Business in the Community.

To apply please send your CV and a covering letter stating why you are interest in the post to:

evelynrorie@sbcscot.com

or by post to:

Evelyn Rorie Office Manager
Scottish Business in the Community
43A Discovery Terrace
Heriot Watt Research Park
Edinburgh EH14 4AP

Closing date for applications is Tuesday 14 March 2014