



The Royal Caledonian Curling Club (RCCC): national governing body for the sport of curling

Job Title: Marketing Assistant
Salary: c. £15,000
Hours: Full time, 37.5hrs
Where: Cairnie House, Ingliston Showground, Edinburgh EH28 8NB
Reports to: Marketing Officer

The Marketing Assistant will be responsible for delivering components of the marketing, communication and fundraising strategies of the RCCC. This will be achieved through the maintenance of day-to-day relationships with members and partners and will work with other staff to co-ordinate website content, e-newsletters, social media and other communications.

Responsibilities:

- Working on marketing activities in line with plans
- Develop promotional products/materials
- Marketing research to enhance the database and improve the offer to members
- Provide internal marketing support to other staff
- Provide support for competitions and events
- Ensure the website and social media presence are accurate and up-to-date
- Create and distribute press releases and media campaigns to national and regional press
- Develop proposals and report on progress made for existing and potential funding partners
- Web admin and technical support for club micro-sites
- General office administration

Skills: University degree or equivalent (preferably in Events, Marketing or Business), 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

This is an active, hands-on role to support all areas of the organisation in marketing. You will work with colleagues on events, membership, marketing and communication projects.

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 passion for success. You'll be able to work to tight deadlines on your own initiative. Technical expertise and experience of working with databases and CRM systems would be an advantage.

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 covering letter and your CV to: stuart@royalcaledonianscurlingclub.org

Closing date: 22 July 2013

Interview date: 1 August 2013

No agencies please

The Royal Caledonian Curling Club is an equitable employer and welcomes applications from people from all communities. All applicants will be invited to complete an online equality survey.

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