

## **Virtual Office & Marketing Executive for growing membership organisation**

**Home-based | Sussex | 24 hours per week | £15 p/h or £18,720 pro rata**

The Sussex Council of Training Providers is looking for a Virtual Office & Marketing Executive who can work remotely with the SCTP Executive Director to help SCTP provide excellent administrative and marketing services for our organisation.

### **Freelance Role**

This is a part-time role and mainly home-based with some local travel. The successful person will be comfortable with remote working and able to support us with admin, social media, database development, project management, events' organisation and can take the initiative to suggest improvements. You will therefore need to be competent in the use of IT tools and apps that facilitate remote working across our organisation.

It should also appeal to someone keen to work for a dynamic organisation, who shares our passion for 'making Sussex a brilliant place for learning', and for doing the very best for our members.

### **About SCTP**

Our mission is to 'Make Sussex a Brilliant Place for Learning'.

Founded in 1986, The Sussex Council of Training Providers (SCTP) is the training provider and skills network for Sussex, with over 90 members, ranging from micro providers through to some of the largest colleges, local authorities, universities, and training providers in the country. SCTP's associate and partner membership also includes national awarding bodies, eLearning providers, and Local Authorities.

Our membership activities include policy updates, webinars, member support, networking events, and newsletters. SCTP also supports the development of local skills strategies and manages a wide range of skills related projects and events.

Our purpose is to support the skills agenda in Sussex, to represent our members' interests, and provide information through newsletters, networking events, training workshops and social media.

### **Responsibilities include:**

- Coordinating membership communication through best use of all available channels including email, social media, mailshots, website and telephone.
- Managing membership administration using a database and MS Office software.
- Organising and supporting face to face and online events and webinars.
- Assisting with SCTP newsletter production.
- Supporting SCTP associate recruitment and associate team records.
- Coordinating the bi-annual SCTP Membership Survey.
- Managing SCTP's websites and social media channels on LinkedIn and Twitter.
- Coordinating SCTP administrative tools and systems, including MS Outlook and Sharepoint.
- Ensuring compliance with SCTP policies, including data protection policy and GDPR.

- Supporting administration of SCTP projects.
- Assisting with financial administration as required, including the use of a cloud-based accounting system.
- Reviewing and developing SCTP's processes and advising on best practice and latest tools.

### **Required knowledge, skills, and experience**

- Excellent organisational and project management skills.
- Superb written and verbal communication and customer service skills.
- Experience of organising events.
- Experience of working on financial accounts.
- Good knowledge of Data Protection and GDPR.
- Good knowledge of MS Office, databases, mailshot tools, social media tools, financial software.
- Experience of social media marketing through LinkedIn, Twitter, and other platforms.
- Proactive and able to work independently and flexibly. Also, able to seek support and advice when appropriate.
- Experience of Wordpress would be an advantage.

### **How to apply:**

Deadline for applications is 5pm Monday 6<sup>th</sup> September 2022.

Please visit our website to find out more about SCTP and then send a CV and a cover letter to [info@sctp.org.uk](mailto:info@sctp.org.uk).

In the letter, let us know why you would love to work with us, how you meet the requirements of the role, and also mention where you saw the advert.