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**Appointment of an**

**Administrator & Marketer**

**Flexible hours, c. 20 – 25 hours per week on average**

**£15 per hour**

Dear applicant,

Thank you for your interest in our Administrator & Marketer vacancy.

Magdalen is an environmental education and care farming charity set on its own 132-acre organic farm and nature reserve. We work with over 6,500 visitors per year, most of them children and many of them with complex needs.

This is a customer-focused role right at the centre of our operation, making arrangements and bookings with visiting schools and charities, and promoting the charity’s services.

This role is offered on flexible hours to be arranged with the right candidate. The job is busier in term-time than in school holidays, so there is the opportunity for seasonal variation in working hours.

It is an exciting time to join us at Magdalen. Our services and capacity are expanding. We are working with more people, from more diverse backgrounds than ever before. The years ahead provide a real opportunity for growth so we are looking for someone with a creative, proactive approach to join us in driving the charity forward.

If you have any questions about the role, please contact me: [giles@magdalenfarm.org.uk](mailto:giles@magdalenfarm.org.uk) or 01460 30144

I look forward to reading your application,

Giles Aspinall, Chief Executive, Magdalen.

**Recruitment process**

Please apply on the form below, and email it to me at [giles@magdalenfarm.org.uk](mailto:giles@magdalenfarm.org.uk)

There is no closing date.

We will interview candidates on a rolling basis as applications are received, until we have found the right person.

**Job Description**

1. Be the central point of contact between us and the schools, families and charities that are our customers.
2. Ensure bookings run smoothly, with complex information shared and gathered accurately and on time.
3. Promote free or subsidised opportunities to people living in disadvantage or with disability.
4. Get on the phone and follow up with emails and social media when there are spaces to fill in the calendar.
5. Gather feedback from our visitors and analyse the results.
6. Update the charity’s databases and bookings sites.
7. Take a lead role in marketing, including updating the charity’s social media and website

(a new website is currently under development and will go live later this spring).

This is an office based job at Magdalen Farm, TA204PA and is not suitable for home working.

**Person Specification**

1. Relevant workplace experience, such as:

* Running a business with multiple customers,

Or

* A role in the education sector,

Or

* Other relevant experience in business

2 Good IT skills, able to enter and extract information from a database and use standard Microsoft Office programmes

3 Marketing skills including social media, advertising and confidence on the phone

4 Good customer service and negotiation skills

5 An understanding of the national curriculum and natural environment are useful but not essential.

The job will be offered subject to passing a Standard DBS check.

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**CONFIDENTIAL**

**The Magdalen Environmental Trust**

**Application for Employment**

Please expand boxes and attach additional sheets where necessary

Please complete **all** sections

Position applying for

Where did you see the position advertised ……………………………………….................................

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| Your name Telephone Number (Home)  Address Telephone Number (Mobile)  E-Mail Address      National Insurance Number  Postcode | | | | | | | |
| **Education and Qualifications** | | | | | | | |
| School / College / University etc | | | Qualifications | | Dates | Grades | |
|  | | |  | |  |  | |
| **Employment History** *most recent first please* | | | | | | | |
| Dates From | To | Name of Employer | | Job Title & key responsibilities | | | Reason for Leaving |
|  |  |  | |  | | |  |

|  |  |  |
| --- | --- | --- |
| **References** | | |
| Referee name & Job title | | Referee name & Job title |
| Referee’s relationship to you | | Referee’s relationship to you |
| Contact details | | Contact details |
| May we contact this referee prior to interview?  Yes ❑ No ❑ | May we contact this referee prior to interview?  Yes ❑ No ❑ | |
| **About you** | | | |
| Please tell us about you – your experience and why you would be right for this job.  *Please continue on a separate sheet* | | | |