Events and Marketing Co-ordinator

Established in 1992, Posture and Mobility Group (PMG) is a registered UK Charity which seeks to educate people about the posture (special seating) and wheeled mobility (wheelchair) needs of those with disabilities. With the focus on education, we have a busy calendar including the organisation of our large annual conference and equipment exhibition, seminars and workshops, ongoing research projects, as well as the production and distribution of our twice-yearly journal. Our diverse membership is largely comprised of occupational therapists, physiotherapists and rehabilitation engineers, but we also represent those working in the manufacturing, voluntary and statutory sectors related to posture and wheeled mobility.

To allow PMG to grow further, we wish to increase our dedicated educational events programme and marketing capacity, and therefore invite applications for an exciting new role of Events and Marketing Co-ordinator. This is a full-time (37.5 hours per week), temporary 12 month post in the first instance, but subject to a funding review, may be extended.

As Events and Marketing Co-ordinator, you will be responsible to the Chairperson and Executive Trustees, report to the relevant sub-committee chairs, and work under the day-to-day supervision of the Administrative Manager. Your key responsibilities will include:

* Actively promoting and increasing awareness of the PMG brand;
* Managing and developing membership communications and promotional activities;
* Organising and marketing key educational and training events:
	+ Providing a focal point for delegates, presenters, and exhibitors;
	+ Promoting events and securing sponsorship;
	+ Liaising with venue personnel;
	+ Attending and minuting planning meetings as required and attending the events themselves;
	+ Gathering and analysing post-event feedback and preparing reports;
	+ Handling post-event correspondence and chasing late payments;
* Providing regular reports to the relevant sub-committee chairs and Executive Trustees.

This role provides the perfect opportunity for you to demonstrate you have the necessary skills, knowledge, commitment and attitude to join our growing team. As the successful candidate, it is essential that you can demonstrate the following:

* A degree in a relevant subject at grade 2:1 or higher; *or* a minimum of 12 months’ experience in marketing and events co-ordination;
* Experience in working with people across the charitable, healthcare, voluntary or business sectors in marketing and events co-ordination;
* Excellent verbal and written communication skills;
* Initiative and self-motivation, and are an adaptable and dynamic individual;
* Experience of social media marketing (Facebook and Twitter)
* Knowledge of Microsoft Office, especially Word and Excel;
* Strong team work, organisational and time management skills;
* Willingness to travel within the UK and Ireland to attend meetings;
* The flexibility to work outside normal working hours during conferences or events.

Some knowledge of the posture and mobility environment, whilst not essential, would be an advantage.

Salary: £16,000 to £17,500 dependent on experience.

Area: Exeter

If you believe you can contribute to our small, but highly committed PMG team, please email your CV with a covering letter to: olwen.ellis@pmguk.co.uk including your current salary details. Your CV or covering letter should include enough detail to clearly demonstrate how you meet the essential requirements of the post. Failure to do so will result in you not being shortlisted.

Closing date for applications: **12 noon on 29th November 2013.**

It is anticipated that interviews will take place in late January/early February in Bristol.