

VACANCY

Action Tutoring Marketing and Recruitment Assistant

We are looking for a high-calibre candidate to join our team to support our volunteer recruitment and marketing work. Working closely with the Marketing and Communications Manager, you will support all aspects of volunteer recruitment and will have opportunities to be involved in our marketing and social media work too.

Job Title	Marketing and Recruitment Communications Assistant
Line Manager	Marketing and Communications Manager
Location	The Dock, Tobacco Quay, Wapping Lane, London E1W 2SF Travel may be required for the completion of your duties, for which expenses will be paid.
Salary:	£ 21,065
Contract and hours	Full time: Monday to Friday, 37.5 hours per week Occasional Saturday or evening work may be required, for which time off in lieu will be given.
Benefits	25 days holiday per year plus bank holidays.
Start date	Ideally week 8 th July, 2019
Further information	Please visit www.actiontutoring.org.uk Or email: jobs@actiontutoring.org.uk
To apply	Please submit a CV and cover letter to: jobs@actiontutoring.org.uk Letters must be no more than one page and CVs no longer than two pages. Your letter should state clearly why you want to work for Action Tutoring, why you're interested in this role specifically and how you meet the person specification. Applications that don't meet this criteria will be automatically disqualified.
Closing deadline	Monday 27 th May, 9am
Interviews	Wednesday 5 th June

About Action Tutoring:

Mission: *Action Tutoring supports young people facing socio-economic disadvantage to achieve a meaningful level of academic attainment, with a view to enabling them to go on to further education, employment or training. We do this by partnering high quality volunteer tutors with pupils to increase their subject knowledge, confidence and study skills.*

Action Tutoring is a national education charity that provides tutoring to pupils from less advantaged backgrounds in Birmingham, Bristol, Liverpool, London, Newcastle, Sheffield and Sussex, with the

intention to expand to Nottingham in autumn 2019. We have grown rapidly over the last couple of years and have ambitious plans for developing our programmes in the future.

This is an exciting time to be joining our organisation, we are particularly proud of [the impact](#) we have had on our pupils in the last academic year and are looking forward to supporting even more young people to reach their potential this autumn.

Values:



About the opportunity:

This is an opportunity to join a dynamic and fast-growing charity, making a measurable difference to the lives of disadvantaged young people. The position would suit an ambitious individual looking for a varied role who enjoys working with people, has outstanding verbal and written communication skills and would like to develop their marketing experience. Confidence in making calls and engaging with people is vital as well as an interest in the charity sector and/or education.

Comprehensive induction and training will be provided. Action Tutoring is committed to providing development opportunities for its staff, and as a growing charity there are plenty of opportunities to take on new areas of responsibility.

Duties and responsibilities

- Work with the Marketing and Communications Manager to ensure the regular recruitment of high-quality volunteer tutors who meet Action Tutoring's criteria.
- Manage the online Action Tutoring volunteering advertisements and respond to the new enquires they generate and other general volunteer enquiries.
- Support with volunteer recruitment through targeted calls and emails.

- Assess new volunteer applications according to Action Tutoring's guidelines, carry out telephone interviews and ensure new volunteers sign up to attend a training session and are then allocated to programmes.
- Support with following up with individual volunteers to ensure their DBS application process is completed.
- Support the management of Action Tutoring's social media, regularly posting a diverse range of content to attract a wider audience.
- Coordinate the booking of fairs and events – mostly in the summer and winter - then support with preparing for and attending the events to promote the organisation.
- Coordinate key annual marketing campaigns and fundraising events (such as sponsored runs) - particularly using social media to raise awareness and increase engagement.
- Liaise regularly with the team to identify key areas for recruitment and input into creative ideas to identify new avenues (including online) for volunteer recruitment across the country.
- Occasionally support volunteer training sessions.
- Support the on-going engagement of volunteers, for example through socials, thank you events and encouraging people to continue volunteering.
- Occasionally going into or liaising with schools to support the wider team.
- Additional duties as required to ensure the smooth running of the organisation.

Person specification

We are seeking applications from individuals who are:

- Able to **work independently and use initiative** in a range of situations.
- Able to interact with a range of audiences and have **outstanding verbal and written communication skills**. The role involves regular communication with volunteer tutors and you will need to be able to adapt your communication style to different audiences and uphold Action Tutoring's high standards of professionalism in all interactions.
- Able to **meet deadlines and undertake administration** to a high standard, using data where appropriate to identify key areas of need to prioritise.
- **Enthusiastic and open to new ideas**. Action Tutoring is a young organisation and values the creative input of all staff members to innovate and drive improvements.
- **Adaptable and open to learning**. You will need to be willing to adapt and to grow and develop with the organisation.
- **Detailed and organised**, able to plan and manage your workload.
- **Efficient and able to work under pressure** when required, able to **multi task** and juggle a varied workload.