

## **Marketing Co-ordinator Advert**

**This role is temporary/ fixed term, for Maternity Cover.**

The Victory Services Club (VSC) is a private military members club, located in central London near Marble Arch. Established in 1907, the venue has a capacity of 10-300 and can accommodate a wide spectrum of events, including conferences, meetings, exhibitions, receptions and award ceremonies.

The Club is a registered charity that re-invests revenue from commercial events to fund schemes, including breaks for injured members of the Armed Forces, veterans and their families. The Club was the first London venue to be awarded the Meetings Industry Association (MIA) AIM Gold accreditation in 2008 and still maintains this status today. The VSC has also achieved Hospitality Assured status, the quality standard created by the Institute of Hospitality for customer facing businesses.

This is a fantastic opportunity for a Marketing Co-ordinator, working across all areas of marketing in the business including Front of House, Membership, Events and Food & Beverage. The role will be challenging and interesting, ideally suited to someone looking to take the next step in their career and have an interest in working for a charity within the military community and has a flair for digital marketing.

You need to have excellent communication skills and be comfortable with liaising with members and representing the Club at exhibitions and showcase events.

Key responsibilities will include:

- Updating the website with content and imagery using CMS
- Liaising with the design agency to deliver various projects
- Supporting on all marketing projects including print and digital campaigns
- Managing the day-to-day running of the Club's social media pages
- Producing and sending out the monthly e-newsletter
- Attending exhibitions and showcase events on an ad-hoc basis
- Assisting 3<sup>rd</sup> party agencies with generating content and imagery
- Organising professional photoshoots
- Assisting in the launch of a new micro-site
- Producing and replenishing marketing material
- Act as a brand ambassador for the Club at all times

We are looking for the following essential attributes and skills:

### **Experience/Qualifications**

- Degree in Marketing/Communications/PR
- Holds a CIM qualification
- Previous experience in Marketing/Communications/PR role
- Experience in copy writing
- Knowledge of CMS
- Knowledge of social media
- Knowledge of email marketing programmes
- Sound knowledge of Microsoft Word/PowerPoint/Publisher/Excel

### **Personal Attributes**

- Excellent organisational skills

- Great interpersonal skills
- Ability to work in a fast pace environment
- Creative thinker and has a flair for design

**Desirable**

- Knowledge of Armed Forces
- Knowledge of hospitality and events industry

**Apply**

To apply, please submit your CV and covering letter to Joanna Lunn, Sales & Marketing Manager to [Joanna.Lunn@vsc.co.uk](mailto:Joanna.Lunn@vsc.co.uk)