



Marketing & Admin Support – Job specification

Background

Grandstand Stoneleigh Events (GSE) is the venue manager for NAEC Stoneleigh. The venue hosts over 200 events a year. These range from large B2B events, large B2C events, the corporate conference market, outdoor events, as well as many special interest and participant events.

The role combines the marketing requirements of GSE as well as those of the events GSE host. The role involves maintaining the various marketing and communication channels that GSE use along with supporting the wider team with administrative tasks within the marketing and sales environment. You will work closely with the sales team, catering, and event organisers. The role will suit somebody who is looking to start out within the events industry and who is looking for an exciting new challenge within a growing venue.

Key Responsibilities

- Supporting and updating social media management for NAEC Stoneleigh.
- Planning and implementing sales & marketing communications, to include e-shots.
- Work closely with sales & marketing across both businesses to produce and promote sales campaigns. For example, this could include the upsell of venue services for NAEC Stoneleigh or meeting space.
- Implementing website updates on the NAEC Stoneleigh What's on Page, and back of house organisers hub and exhibitor orders.
- Effectively assisting the Head of Venue Sales with administrative tasks.
- Attending client and supplier meetings where required.
- Management of inbound communication for general queries.

Experience, Knowledge, and Skills Required

- Proficient use of social media scheduling tools, such as business suite. Basic training can be provided if necessary.
- Experience using content creation tools such as Canva or Adobe Suite, not essential but preferred.
- Experience of email marketing tools such as Mail Chimp.
- Results driven - a good work ethic with a positive 'can do attitude'.
- Strong organisational and multi-tasking skills - excellent attention to detail and the ability to work under pressure and meet deadlines.
- Proficient in the use of MS Office (including Word, Excel, and PowerPoint).
- Must hold a UK driving licence.



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We offer...

- Competitive salary
- Hours of work: Part-time hours between 14-18 hours per week, flexibility for the right candidate between school hours (office based)
- A supportive and dynamic work environment
- Free parking onsite
- Social events, Christmas get together.
- MHFA support inhouse.

Reporting lines

This role reports into the Head of Venue Sales.