

Task Descriptions



Title: Marketing Assistant

Role purpose:

This new role will help England Touch promote its range of events and courses to its members, as well as grow income through supporting the profile of the online shop and other similar initiatives.

The holder of this role will work with relevant staff to:

- Promote referee and coaching courses
- Promote the online shop
- Promoting events both to clubs/teams and referees

Experience required:

- Use of email marketing
- Use of social media (especially Facebook and Instagram) for marketing purposes
- Copy writing
- PhotoShop and/or InDesign experience preferred
- Experience of the sports sector preferred, or an ambition to work within sport

Hours required:

2-3 hours per week, based at home

Reports to:

Marketing and PR Manager

Locations:

Work from home

Contract type:

1 year term. All applications will be shortlisted. Those that meet the minimum criteria will be put forward for interview.

Salary:

Voluntary role, expenses paid if applicable.

Skills and Qualities:

Person specification	E	D
Email marketing experience	X	
Social media marketing experience	X	
Experience working with PhotoShop and/or InDesign	X	
Outstanding writing skills	X	
Good communication skills	X	
Working individually under guidance and within a broader structure	X	
To be an England Touch member		X
Experience working in the sports sector		X
Experience delivering return on investment for sponsors/partners		X