

OPPORTUNITY

Marketing and System Administrator

Reference: R210335

Salary: £18,212 to £20,092 per annum. Grade 4, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

To assist the Marketing and Systems Manager in the delivery of the Sport Aston marketing plan, maintaining the Leisure management system and supporting the delivery of sporting opportunities for Aston students.

Main Duties and Responsibilities

- ▶ To assist with the delivery of the Sport Aston marketing plan.
- ▶ Working at promotional events/stands on and off campus.
- ▶ To assist with creating engaging content for the website and social media.
- ▶ To assist with creating marketing literature suitable for different audiences.
- ▶ Monitoring social media on a daily basis.
- ▶ To assist in delivering major Sport Aston events.
- ▶ Being the first point of contact for customers via email, phone and social media and responding to questions.
- ▶ Assisting with research and analysis of KPIs and important systems data.
- ▶ Responsible for membership admin within the LMS and making changes to customer accounts if required.
- ▶ To manage internal and external bookings on the LMS.
- ▶ Dealing with customer queries regarding new memberships, cancellations, refunds and any other membership or booking related questions.
- ▶ To provide membership admin support to reception staff when needed.
- ▶ To assist with creating and delivering sporting opportunities to Aston students.

Additional responsibilities

- ▶ To provide cover for reception when required

► Person specification

	Essential	Method of assessment
Experience	<p>Relevant experience in marketing.</p> <p>A good understanding of Higher Education (HE) and Sport within HE.</p> <p>An experience and an interest in working with software, technology and data.</p> <p>A keen interest in sport and a demonstratable track record of achievement of promoting sport in a HE student environment.</p>	Application form and interview
Aptitude and skills	<p>Excellent verbal and written presentation skills.</p> <p>A flexible approach to working hours and the willingness to work evenings and weekends when required.</p> <p>A high range of IT related skills and experience of work on data analysis.</p> <p>An adaptable range of communication skills.</p>	Application form and interview

	Desirable	Method of assessment
Education and qualifications	An undergraduate degree in Business or Marketing related subject or other relevant qualification.	Application form

	Desirable	Method of assessment
Experience	<p>Previous experience of work in a similar position.</p> <p>Experience of working with specialist software packages.</p> <p>Previous use of a leisure management system would be highly desirable.</p> <p>Experience of marketing gym membership and/or sales experience.</p> <p>Experience of working in a University Sports department.</p> <p>Experience of working in a University.</p>	Application form and interview

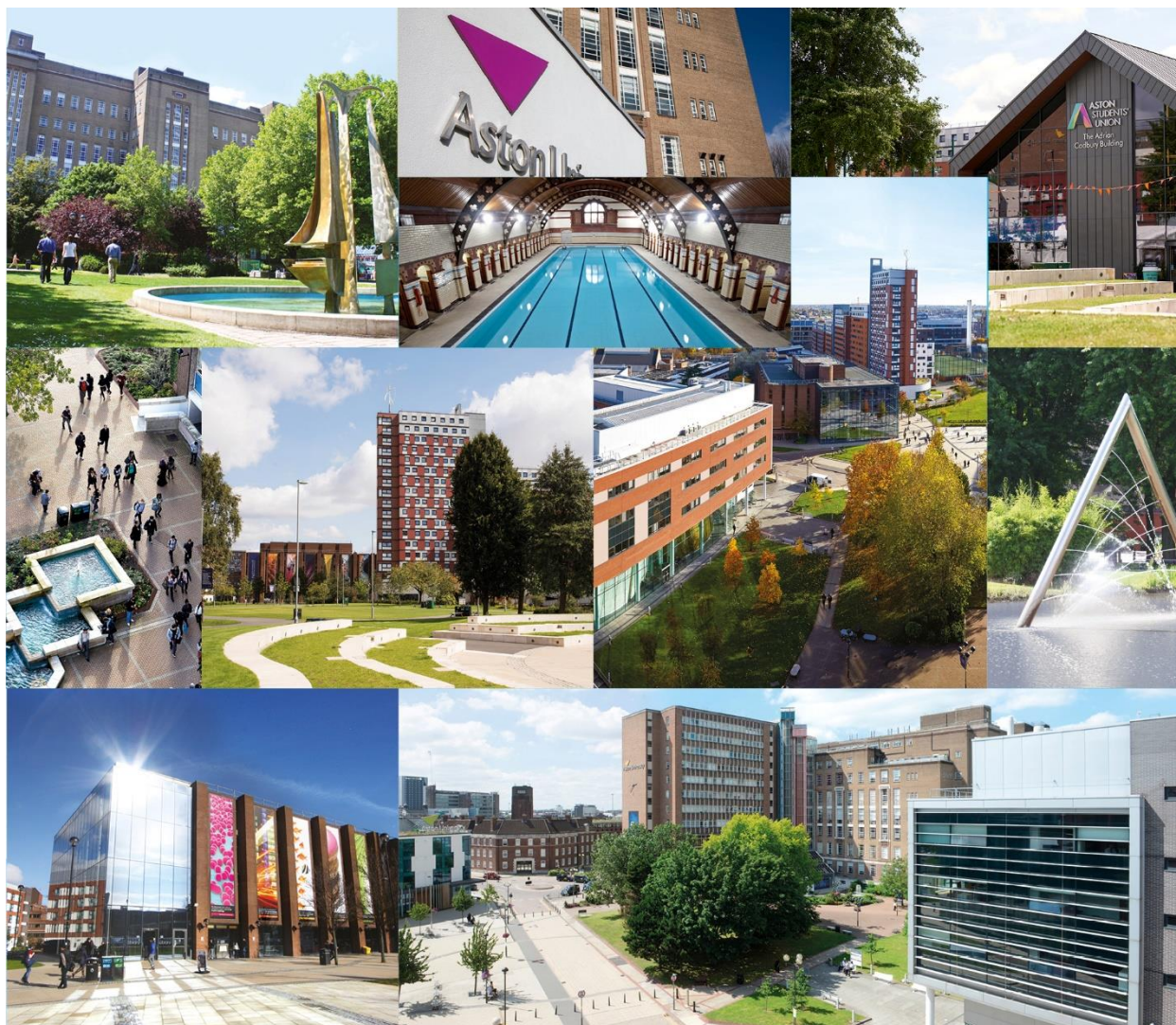
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 BST on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Ben Lonsdale

Job Title: Recruiting Manager

Email: b.r.lonsdale@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change
gets real.**