

January 2019

Vacancy



Whiteley Village
A century of caring for the elderly

Events & Marketing Executive

Part-time 21 hours per week

Salary Circa £28,000 p.a. pro rata

The Events & Marketing Executive will hold a pivotal position in the promotion and future development of the Trust over the coming years. You will be highly skilled and experienced in Sales, Events and Marketing, with a strong knowledge and experience of social media and website communication.

This will be a high-profile role within the Trust that requires confidence, ability and passion. A great opportunity for a forward thinking 'self-starter' to make a significant difference and be at the forefront of promoting all aspects of the Trust to the benefit of all village residents, and the ultimate financial benefit of the Trust.

To succeed you will need to be able to demonstrate at least two years' experience in a sales, events and marketing together with experience in all aspects of developing and maintaining marketing strategies to meet organisational objectives. You should have excellent written and verbal communication skills coupled with highly developed interpersonal skills, be flexible and open to changing priorities, able to manage multiple tasks simultaneously within compressed time frames and have a proven ability to oversee marketing and advertising activities.

Please be aware that an enhanced DBS check will be required for this role.

What we offer: The Trust offers a wide variety of staff benefits, including life assurance, pension, generous holiday allowance, free parking also excellent training and development opportunities.

About us: This is an exciting time to join the Trust. We have an ambitious development programme underway in the village to support our new model of care; enabling our residents to live as independently as possible. We are firmly focussed on the transition to our new Care Hub, due to open in Spring 2019, which will offer 30 care suites and a range of other facilities.

Closing date: 30th January 2019

**For the full role profile and application form
contact Fiona for Sue on 01932 264546 / 825804 or by email:
job.enquiries@whiteleyvillage.org.uk**

