

Essential

- Experience with Social and web-based media
- Excellent writing and editing skills
- Design experience including flyers and infographics
- Experience of basic photo and video editing
- Good attention to detail
- Competent use of Microsoft business suite
- Experience of managing a website
- Organisational skills
- Excellent telephone skills and manner
- Excellent interpersonal skills
- Customer care and trouble shooting skills
- Proven track record for meeting deadlines
- Able to work alone and as part of a team
- Practical command of English and good general education
- Good personal presentation
- Ability to cope under pressure
- To be prepared to undertake fire warden and first aid training

Desirable

- Experience of managing email marketing campaigns
- Practical involvement in sales and promoting services
- Marketing experience beyond social media
- Experience with software including access and publisher
- Experience of more advanced photo and video editing
- Familiarity with Squarespace websites
- Knowledge of SEO
- Experience of using google analytics
- Voluntary sector experience
- An interest in sustainability, reuse, art & play
- Experience of developing and maintaining processes
- Desire to meet a challenge
- Experience of creative input around activities and art materials
- Proof reading skills
- Familiarity with using Apple and Windows systems
- Experience of networking with relevant organisations and groups online or offline
- Driving licence that you have had for 2 or more years and access to your own transport