



Marketing & Events Assistant | FT (40 hrs per week) | £21,500 to £24,500

An exciting opportunity to work as a Marketing and Events Assistant within a fast-growing Oxfordshire based business. We are seeking a dynamic candidate with previous experience working within Marketing & Events. The successful applicant will support the development, coordination and delivery of a range of marketing activities and events, designed to promote our services, raise brand profile and enhance reputation.

About us:

Established in 1999, Ignite Sport UK's primary aim is to inspire people with sport, activity, and wellbeing, and to help create a sense of achievement for participants of all ages, backgrounds, and abilities. Based in Oxford and operating nationally, we provide a portfolio of training and services to individuals, schools and the sports industry. A registered training provider for sport & education qualifications, working in further education, apprenticeships, and adult education. We are listed on the register of apprenticeship training providers (RoATP) and hold a direct levy contract with the ESFA. We use a blended learning approach with a combination of on-the-job training, face-to-face training, and online e-portfolios.

Key responsibilities:

- Represent Ignite at internal and external events such as careers evenings, conferences, open days, expos etc.
- Evaluate and report on events in a timely manner to ensure efficient use of marketing resources.
- Assist the coordination of event planning, site map process and build and de-rig and clear up of events
- Coordinate newsletters and communications to existing databases.
- Work with the community team to deliver local events.
- Manage the central events calendar, and ensure details are communicated across the business, as appropriate.
- Take responsibility for the delivery of marketing and communications activities to support the successful promotion of services and events.
- Coordinate and contribute to the production of event materials - invitations, brochures, leaflets, presentations, speeches, digital marketing etc.
- Regular updating of social media channels to promote the business and applicable events.
- Work with the Business Support Officer to manage databases to support marketing, promotion and follow up of events.
- Work with management to coordinate materials, logistics, staff liaison and event staffing.

- General office duties to assist smooth operations for all departments.
- Liaison for external PR & digital agencies.
- Organising of travel and accommodation for event staff.

Candidate requirements:

- 1+ Years of previous experience working within Marketing and/or Events
- Knowledge of event access through to building and de-rig processes
- Knowledge of graphic design, video & editing
- Degree level or recognised qualification in Marketing and/or events.
- An understanding of Digital Marketing including use of platforms such as Google Analytics and WordPress
- Have basic skills in photography and video capture as well as basic editing skills to promote key events and campaigns.
- Ability to produce and write copy and proofread
- Strong written and verbal communication skills
- Attention to detail
- Meticulous organisational and time management skills
- Sports sector experience would be highly beneficial although not essential
- Can-do attitude and willingness to be flexible and meet the needs of a busy, fast paced environment

Benefits:

22 days holiday + bank holidays

Pension with employer contribution

Employee recognition - We reward excellence annually with staff awards, socials & incentive opportunities

Regular CPD

Free childcare at Ignite Holiday Camp Settings

Childcare voucher tax saving scheme (to help towards the cost of childcare)

On-site parking at head office/central education hub

Annual employee wellbeing grant & perks

To apply:

Send a copy of your CV via email with an accompanying note telling us why you are perfect for this role to: Louise Merritt l.merritt@ignitesportuk.com - Application deadline - Friday 25th March