

Job Advertisement Details

Role:	Participant Recruitment Officer
Location:	Magherafelt with some travel
Salary:	£20k p.a. pro rata (increasing to £21k after successful completion of 9-month probation)
Hours:	15 hours per week (two days per week - Monday & Tuesday)
Term:	Fixed term until 31st March 2022 (subject to annual funding)

Responsibilities:

- Develop an in-depth knowledge of the programme and the opportunities available to participants
- Attract new participants to the programme and Company, by liaising with other training programmes, supported services and promotion on social media
- Complete initial eligibility checks on participants and carry out an assessment of each participant to ensure that they are registered onto the most appropriate initiative that best suits their needs
- Publicise the strengths and achievements of the programme using various methods to include social media, leaflets and press releases
- Attend and give presentations at external events to create awareness of the programme, strengthen relationships with key stakeholders and encourage referrals
- Plan and manage campaigns and promotions, identifying new ways to promote the programme and Company

What we are looking for:

- 4 GCSE's (or equivalent) at grade C or above to include English
- A Level 3 qualification (or equivalent) in a relevant discipline e.g. Marketing, Communication or Business
- Experience of using marketing to generate business (visual, written, physical and online)
- A demonstrable track record of consistently having met and exceeded targets and deadlines in a target orientated role over a reasonable period of time
- Strong knowledge and ability to use Microsoft Office including Word, Excel and Outlook
- Knowledge and understanding of the most effective way to use a variety of online marketing tools and platforms in a professional capacity including but not limited to Twitter and Facebook
- Excellent written communication skills
- Excellent presentation skills
- Full driving licence and access to a vehicle for work purposes or ability to demonstrate alternative method of being able to fulfil any travel related duties of the role.

Applications Procedure:

To apply for this role, please complete and forward the Applicant Declaration form, confirming your suitability for the role and how you meet the essential criteria, together with your C.V. (in word format only) to michelle.mcmullan@networkpersonnel.org.uk. Closing date for receipt of applications is **12noon on Friday 24th May 2019**.

Candidates must demonstrate that they have met the essential criteria within each area. Incomplete applications shall not be accepted and failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.