

JOB DESCRIPTION

Job Title:	Enterprise Development Assistant
Responsible to:	Fundraising and Enterprise Manager
Base:	Ashton Centre with travel across Tameside (using own vehicle)
Hours:	35 Hours pw
Contract:	2 Years
Salary:	£23,500 pa

Main purpose of job:

To work alongside the Fundraising and Enterprise Manager, organising stands and stalls in shopping centres, markets and community spaces promoting the 131 Social Club - a paid for social enterprise service within the Charity for those over 55 living in Tameside.

The post holder will be responsible for:

Booking stands and stalls in commercial and community spaces to promote the 131 Social Club.

Selling the 131 Club experience to older people, their families and carers.

Arranging for older people to attend free 131 Social Club taster days.

Overseeing older people who attend 131 Social Club free taster days helping them to become long-term Club customers.

Working with other department staff to process new 131 Social Club customers, handling all the associated paperwork and completing monitoring logs.

The post holder will also undertake:

General administration tasks.

Work to set targets and outcomes.

The successful candidate will have a good track record in marketing and promotions, be able to build a positive rapport with older people and have a genuine interest in older people thriving in later life.

They will also need to have strong administrative and organisational skills.

Person Specification

	Required	Evidence
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of education • Willingness to undertake job related training 	Application Form
Experience and knowledge	<ul style="list-style-type: none"> • Experience of engagement talks and presentations. • A working knowledge of high quality sales techniques. • An understanding of good quality social activities for older people. • An understanding of the issues facing older people including loneliness and isolation. 	Application Form Interview
Skills and Abilities	<ul style="list-style-type: none"> • Ability to communicate well with a wide range of people and professionals. • Ability to engage well with older people, their families and carers. • Ability to build a good rapport with older people, their families and carers. • Ability to motivate and encourage older people (particularly during free taster days). • Ability to use basic IT systems. • Ability to complete paperwork and be organised. • Ability to work to annual sales targets. 	Application Form Interview