

## Promotional Support Job Role

*Updated August 2010*

**Purpose:** The role of Promotional Support is to support the Chief Executive with the promotion and engagement of clients, members and partners, ensuring a responsible and positive message is delivered for the organisation in line with our mission, vision and values.

**Remuneration:** 10% Commission only basis

**Contract:** Casual, 3mths initially

**Based :** 12 West Street, Ware, Herts SG12 9EE.

### Key Responsibilities

#### **General**

- 1) Provide promotional support to the Chief Executive for enrolling companies and organisations in Get CSR Connected's services and products, this includes:
  - a. Group Volunteering;
  - b. Membership;
  - c. Workshops;
  - d. Events;
  - e. Consultancy.
- 2) Attending and promoting our services/products at networking and local events;
- 3) Promoting our services through approaching relevant companies/organisations via different mediums;
- 4) Communicating effectively and providing information by relevant methods externally to assist in raising our profile with clients affiliates and partners;
- 5) Researching and investigating potential clients to provide informed and responsible promotional activities;
- 6) Arranging and participating in Get CSR Connected's relevant meetings, conferences and events;
- 7) Supporting creation and issue of Get CSR Connected's marketing materials to existing and potential customers;
- 8) Adhering to our ethical approach, policies and procedures, particularly responsibility, quality, confidentiality and any other relevant policies;
- 9) Ensuring significant contribution to the effective and efficient communication within the organisation;
- 10) Contributing to Get CSR Connected's newsletters, features and success stories;
- 11) Any other duties which are appropriate and reasonable to the role, mutually agreed.

### Person/Skill Specification

- Commitment to Get CSR Connected's objectives, values and purpose;
- Good understanding of, and ability to promote diversity and inclusivity;
- Willingness and openness to learn and develop relationships creatively;
- Willingness to promote Get CSR Connected's services/products in line with a responsible and ethical approach;
- Customer focused with a high aptitude for listening, supporting others whilst also achieving results;
- Ability to successfully manage attending and keeping records from a diverse range of events;
- Ability to enrol clients, supporters, members and partners to Get CSR Connected's services;
- Ability, commitment and willingness to promote a culture of inclusion and openness;
- Ability to be unbiased, respectful and considerate of the opinions of others;
- Ability to communicate effectively with people at all levels and develop flexibility, tact, diplomacy and judgement;
- Ability to express their own views clearly and focus on partnership working;
- An understanding of responsible business concepts, principles and activities
- Positive with a can do attitude and a enthusiastic approach;
- High level of integrity with a good understanding of confidentiality;
- Non-judgemental, honest, trustworthy, reliable with a sense of humour.