

## **Wesport Seeks a Marketing and Administration Officer**

The West of England Sport Trust (Wesport) is seeking a Marketing and Administration Officer to join the team.

Wesport is a Registered Charity and fulfils the role of the Active Partnership for the West of England, which covers Bath & North East Somerset, Bristol, North Somerset and South Gloucestershire.

Our vision is that:

*Wesport will contribute to improve lives in the West of England through championing, developing and delivering sport and physical activity.*

This describes what we aim to achieve in the long-term and serves as a guide for choosing our current and future courses of action.

**Office Location:** Based at the University of the West of England (UWE), Bristol  
**Hours:** Full-time - 37 hours per week  
**Salary Scale:** £22,725 - £24,134 per annum

The Marketing and Administration Officer (MAO) will be a key focal point within the Wesport office, with a range of responsibilities to support the ongoing development of the organisation and achievement of its strategic aims. The Marketing and Administration Officer will ensure Wesport's website, social media and marketing channels continue to develop and are kept up to date, promoting the activities and highlighting impact of Wesport's work. This will include the effective use of a wide range of communication mechanisms, being the focal point for Wesport's marketing function, as well as a variety of administrative tasks.

If you are interested in applying for this role, please fill out the Wesport Application Form and email it to: [Nikki.Stephens@wesport.org.uk](mailto:Nikki.Stephens@wesport.org.uk)

A role description and person specification have been developed to help you with this process.

If you would like an informal discussion regarding this role, please contact Melonie Gregory Core Business Manager on [melonie.gregory@wesport.org.uk](mailto:melonie.gregory@wesport.org.uk) or 0117 328 6251

**Closing date for applications: 12.00 noon on Monday 9<sup>th</sup> November 2020**  
**Interviews will take place on Monday 23<sup>rd</sup> November 2020**  
(whether the interviews will be virtual or in-person is yet to be determined).

*(Please note: If you have not heard from us by the interview date then you have not been successful on this occasion)*

Wesport is part of the Active Partnership Network: