

Database & Marketing Coordinator

We have an exciting opportunity for a person to join our Marketing function providing general administrative support to the team and maintaining and developing the Interaction database system for the Design Council.

Reporting to: Marketing & Communications Manager

Salary range: £17,000 - £23,000 per annum

Closing date: 10 October 2007

Location: London

02 October 2007, Updated 09 October 2007

Job Purpose

Maintain and develop the Interaction database system with regards to data capture, evaluation, enhancement and analysis and to provide general administrative support to the Marketing central function.

Responsibilities

Database Coordination

- Manage and maintain the Interaction Contacts Database for the Design Council to the agreed process and standard; including training new staff members, point of contact for troubleshooting any issues, reviewing responses & updating contacts as required through necessary research
- Schedule to meet with Design Council staff on a monthly & as when required basis to update & cleanse contacts
- Update contacts on the database from Design Council microsites & data lists to the agreed timelines and budget
- Keep up to date with current Data Protection legislation. Uphold the Design Council Data Protection policy; ensuring staff comply at all times
- Assist the Creative Services Manager & Digital Communications Manager in the delivery of

online & offline communications & project in conjunction with the database

Administration

- Provide general administrative support to the Head of Marketing & wider communications function
- Provide status for all communications assignments across the function through maintaining the status report
- Keep general overview of the Marketing & Communications budget through raising purchase orders, processing invoices and maintaining financial records, including Vision reports & Sun processing
- Assist with project management on specific projects where required (research, collating information, annual data protection mailing update etc)
- Book travel requirements and couriers across Marketing & Communications
- Arrange meetings and events as and when required
- Prepare PowerPoint's, Agendas & take minutes as required
- Comply with Design Council's operational policies and procedures including financial and risk management, project management processes, brand and adhering to internal health and safety policy
- Liaise across all programme and standard functions to support Design Council's overall operating function
- Respond to public inquiries accurately and promptly when sent to you directly or internally by a colleague. Direct enquiries that are beyond your knowledge to an appropriate colleague and follow-up to ensure enquiries are answered satisfactorily
- Responsible for operating under the principles of good financial management, following and complying with internal practices and supporting budget holders with their budget management responsibilities and alerting them to risks
- Any other tasks that are required of you from time to time

Technical Skills and Qualifications

Essential

- Word processing skills

- Intermediate knowledge of Microsoft packages Word, Excel, PowerPoint, Outlook
- Numerate and literate
- Experience of database management

Desirable

- Interaction, SUN, Vision

Behavioural Skills

- Highly organised
- Tolerance for ambiguity
- Ability to work to tight deadlines
- Excellent attention to detail
- Self – starter
- Initiative
- Completer-finisher
- Team player
- Good communication skills

Knowledge and Experience

Essential

- Relevant experience of administrative work
- Awareness of Data Protection legislation

Desirable

- An interest in design
- Knowledge of Data Protection regulations

Benefits

25 days holiday, Pension contribution to match employee contribution of 3% of salary; choice of gym membership, health insurance or childcare vouchers after 3 months service.

Application and Selection

To apply please email your CV and supporting statement to demonstrate your suitability for the role to recruitment@designcouncil.org.uk with the subject line 'Database & Marketing Coordinator application'.

First Interviews will take place in the week beginning 08 October 2007. If you have not heard from us by the 15 October 2007, your application has been unsuccessful on this occasion and you will not be advancing to the interview stage.

Second Interviews will be held in the week
commencing 15 October 2007.

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