



## **Marketing and Events Administrator**

**Salary:** £27,000 per annum

**Hours:** Full-time. 35 hours a week.

**Contract:** Permanent

**Location:** Loughton, Milton Keynes (office-based)

**Start Date:** ASAP

### **About the Role**

Ride High is looking for a proactive and organised Marketing and Events Administrator to support the day-to-day administration of our marketing and events activities.

This is a varied role within a friendly and busy charity team. The successful candidate will provide administrative support across a wide range of activities, helping with communications, data management, event administration and supporter engagement. Tasks will include building emails, maintaining databases, processing income, supporting fundraising events, coordinating logistics and undertaking general administration across the organisation as required.

The role would suit someone who enjoys being organised, detail-focused and working with people. You'll need to be confident communicating both in person and over the phone, and comfortable representing Ride High at events and in the local community. We're looking for someone who enjoys building positive relationships, has a friendly and approachable manner, and is happy managing a varied workload.

This is an excellent opportunity for someone who wants to use their administrative, communication and people skills to support a local charity and make a real difference to the lives of vulnerable and disadvantaged children.

### **About Ride High**

Ride High is a registered charity working with some of Milton Keynes' most vulnerable and disadvantaged children through a unique combination of horse riding and an associated educational programme.

We support around 120 children each week for periods of 12 to 36 weeks, helping them develop confidence, resilience and life skills that can transform their futures.

## **Key Responsibilities**

### **Marketing and Communications Support**

- Build and schedule email newsletters and communications using online platforms and Canva.
- Update website content.
- Support the creation of marketing materials, including flyers and presentations.
- Provide support with social media channels, including scheduling or publishing content when required.
- Coordinate print jobs, promotional materials and supplier quotations.
- Maintain Ride High's presence across external platforms and listings.

### **Database and Administration**

- Maintain and update Ride High's database, including adding new contacts, managing consent and ensuring data accuracy.
- Record income, raise invoices, track payments and acknowledge donations.
- Cataloguing images
- Contact supporters, local businesses and community organisations by telephone and email to develop relationships and support fundraising, events and awareness-raising activities.
- General administration across the organisation as required.

### **Fundraising Events and Community Engagement**

- Set up and manage online fundraising pages.
- Upload content to online auction platforms for fundraising events.
- Help to source and secure auction and raffle prizes.
- Support the delivery of fundraising events, including logistics and administration.
- Provide physical support at larger events such as the Ride High Ball, Ride MK and Charity Golf Day.
- Attend events, manage pop-up stands and represent Ride High within the local community.

## **Skills and Experience**

We are looking for someone who is organised, reliable, personable and enjoys a varied role. This is a people-facing position, so we're seeking an individual who is confident communicating with a wide range of people and is comfortable representing Ride High within the local community.

### **Essential**

- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and meet deadlines.
- Excellent interpersonal and customer service skills, with the confidence to communicate professionally in person, by telephone and in writing.
- Comfortable building positive relationships with supporters, volunteers, businesses and community partners.
- Confident using Microsoft Office 365.
- Experience using Customer Relationship Management (CRM) systems.
- Experience using Content Management Systems (CMS).
- Good written and verbal communication skills.
- A positive, flexible and proactive approach.

### **Desirable**

- Experience supporting events or fundraising activities.
- Experience in an administrative, marketing, customer service or charity role.
- Experience using email marketing platforms and fundraising tools.
- Experience using Canva or similar design tools.
- Experience using social media channels professionally.

### **Additional Information**

A standard DBS check will be required for this role due to the nature of Ride High's work with children.

Flexibility will be required, as occasional evening and weekend work may be necessary to support events and community activities.

### **How to Apply**

Please submit your CV and a covering letter outlining why you are suitable for the role to:

**Helen Cook**

[helen.cook@ridehigh.org](mailto:helen.cook@ridehigh.org)

Applications received without a covering letter will not be considered.

**Closing Date**

Friday 17<sup>th</sup> July, 17:00