

Company: GSi Events Ltd
Title: Assistant Coordinator - justrunning.com
Time: 37.5 hours per week
Location: West Edinburgh, Kirknewton
Salary: £22,400 per year

We are looking for an enthusiastic, hard-working individual, who has an interest in charity fundraising and marketing, to help support our charity partners to raise more money through our events.

The person we are looking for will take pride in delivering to an exceptionally high standard for our charity partners. They will be eager to continually learn and challenge themselves to make a positive contribution to the very best team in the world.

About justrunning.com (Part of GSi Events Ltd)

justrunning.com is an online portal used by over 700 of the UK's best charities to administer event entries and fundraising for events managed and delivered by GSi Events Ltd. These include 30 of the UK's best mass participation events.

Charity fundraising is at the heart of GSi's company strategy. We are proud that our events generate over £10 million of fundraising annually for our charity partners, and we seek to grow this figure each year.

What is the role?

You will part of the [justrunning](https://justrunning.com) team, working with both new and existing charity partners, online, on the phone and in person, to ensure their teams have the knowledge and skills they need to successfully utilise powerful account features. As well as the [justrunning](https://justrunning.com) marketing toolkits, to get the most from their 'justrunning' account, and maximise their charity's fundraising through our events.

Supported by the [justrunning](https://justrunning.com) manager, you will be part of an exciting, positive and evolving journey for justrunning.com as we strive to take charity engagement, training, and growth of the platform to a whole new level.

We're seeking someone who:

- Has an interest in, or experience of, the UK charity sector
- Is comfortable using technology
- Is positive, motivated, and enjoys working as part of a team.
- Endeavours to deliver to the highest standard possible and wants to go the extra mile.

This is a new role and a fantastic opportunity for the right person with the right attitude and passion to grab it and join what is the best team in the world.

Additional Benefits:

- Enrolment in NEST pension scheme
- Free, secure on-site parking
- Complementary fresh fruit and coffee making facilities
- Monthly film club at Dominion Cinema

If you think you would be a suitable candidate to join our team, please send us your CV and a covering email to **HR@gsi-events.com** that specifically details why you are ideal for this role.