

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

We're looking for a talented & enthusiastic Assistant Coordinator to join our team and work on some of the UK's best running events.

About GSi Events Ltd

At GSi Events (www.gsi-events.com), we manage and deliver some of the UK's best, annual, sports participation events via our 10 brands; Edinburgh Marathon Festival, Run Bournemouth, Scottish Half Marathon, Scottish 10K, Kilomathon, Big Fun Run, Dog Jog, Men's 10K, Women's 10K and Supernova Run.

GSi also operates justrunning.com to work with our 600+ Charity Partners who raise funds via our events, whilst also supporting the marketing of our events via their networks.

What you'll be doing:

Reporting to the Marketing Director, you will:

- Implement & track online marketing campaigns using adwords, video ads, Facebook ads, Twitter ads and other online sources
- Assist with the production of marketing assets
- Assist with proofing and editing, for both on and offline campaigns
- Delivering induction sessions to new [justrunning](http://justrunning.com) charity partners
- Work with charity partners to strategically promote the events to their supporters
- Work with the JustGiving and the Chartered Institute of Fundraising marketing teams on the promotion of justrunning.com
- Grow and expand company social media presence on existing & new social media platforms
- Be present on event days

You'll be a great fit for this role if you:

- Understand the importance of marketing
- Be confident presenting to & meeting partners
- Understand the importance of attention to detail & working to deadlines
- Have a hint of geekiness and an enthusiasm to work with technology
- Have an in-depth understanding of various social media platforms

Additional Benefits:

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

Next steps:

This is a fantastic opportunity for someone who's willing to work hard whilst being supported every step of the way. We're looking for someone with the right attitude and passion to take it, grab it and join what is the best team in the world.

If you think you would be a suitable candidate to join our team, please send us:

1. Your CV
2. A covering email specifically detailing why you would like to join our team as the **Assistant Coordinator - Marketing**

Your email should be sent to hr@gsi-events.com **no later than 5pm Monday 24th June**

Selected applicants will be invited to attend an information evening on Monday 24th June from 6pm - 8pm for a chance to find out more about the role and the team, before interviews are held on Friday 28th June.