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Membership & Website Assistant

Visit Exmoor is the area’s official tourism body, and we are proud to represent the businesses that make up our visitor economy. We promote this beautiful area locally, regionally, nationally and internationally to encourage more visitors to come and enjoy Greater Exmoor. As a relatively small Destination Management Organisation, we punch well above our weight in terms of awareness.

We are a not-for-profit organisation and rely on members subscriptions to help fund our marketing activity. Following a recent consolidation period, Visit Exmoor has gone from strength to strength and has increased membership numbers by over 40% year on year.

We are now looking for a motivated and committed Membership & Website Assistant to help us to continue moving forwards.

The Role

This is a part-time position for an average of eight hours per week, £10 per hour, to be spread over a minimum of two days during normal business hours. The successful candidate will be hired on a self-employed freelance basis and will be home-based. The initial contract is for 6 months, with an expectation to extend the contract if the arrangement is successful.

Main Tasks:

1. To support the growth and retainment of Members.

Liaise with members/keep membership adverts up-to-date on the website/add new member information.

Compile data for members such as website advertising views and social media mentions to enable closer working relationships.

Support with recruitment of new members and help with organisation of the Business Networking Day and other iniatives to encourage a more ‘community-like’ feel for our members.

1. Website Updates.

Add news/events and other content to the Visit Exmoor website to ensure that it is up-to-date and reflects our reputations as the local specialist.

1. Manage our database of consumer and business contacts, especially following the new GDPR regulations.

Who we are looking for:

A well-organised individual with experience of working in a membership organisation and a proven track record of working with SMEs.

A proven background and ability to use Word/Excel and web-based content management systems.

Someone with a strong knowledge of the area and its tourism industry, as well as a passion for all things Exmoor.

An independent, flexible worker, happy to get on with the job, reporting to and working with the Visit Exmoor Development Manager.

Interested?

Send us your CV and a covering letter telling us why you are the perfect person to fulfil this role. Please ensure your relevant skills and experience are detailed. Please also let us know if you are currently engaged in any activity that could be deemed a conflict of interest.

Please email your CV and covering letter to [Marketing@visit-exmoor.co.uk](mailto:Marketing@visit-exmoor.co.uk) by midday on Friday 20 July 2018.

If you have any queries please contact Jennette Baxter (Development & Marketing Manager Visit Exmoor) on 07956 829633 or [marketing@visit-exmoor.co.uk](mailto:marketing@visit-exmoor.co.uk)