



SHERBORNE CHAMBER OF COMMERCE ADMINISTRATOR

JOB DESCRIPTION

Responsible to: Chamber Chairperson

Date of Issue:

PRIMARY PURPOSE

To support the Sherborne Chamber of Commerce and its Committee. To undertake and be responsible for the administration of the Chamber.

To run the Chamber website and its social media accounts and to send out communications to members and any incoming communications.

To manage the membership enquiries and database and manager payments.

To take on a supporting role in the Christmas Market and oversee on the day.

SPECIFIC RESPONSIBILITIES

Admin

1. Manage and deal with new member enquiries and process new member application forms. This includes sending out invoices, chasing debtors.
2. Managing and taking ownership of the Chambers Quickbooks account with the guidance from our accountants.
3. Manage our email database and coordinate any communications to members that are required to be sent out
4. Maintain and update the website where required, this includes events, minutes, news, membership updates etc.
5. Manage the Chamber inbox and reply/redistribute/forward all emails to info@sherbornechamber.co.uk
6. Manage the social media accounts through Hootsuite and keep all channels up to date and relevant
7. Help create and distribute the quarterly newsletter with the Chair.
8. Point of contact for Dorset Chamber.

Christmas Market

1. Manage and collate orders for Christmas Trees.
2. Liaise with Tree provider, shop keepers regards installation of Christmas Trees.

3. Manage and collate Christmas market booking forms.
4. Organise and manage the logistics of the market including allocating pitches, social media, marketing
5. Point of contact for market stall holders – Sherborefestive@gmail.com account
6. Attend on the day to oversee trader arrival/departure and be a point of contact throughout the day

PERSON SPECIFICATION

Essential:

- Highly organised
- The ability to work alone, unsupervised, as well as part of a team.
- A proactive work ethic
- Proficient at planning ahead and managing multiple items at a time
- A confident communicator with the ability to interact with members and potential members in a friendly and positive manner
- Flexible, co-operative, helpful and motivated with an ability to set and maintain high
- Standards
- Understanding of social media

Desirable:

- Marketing or Admin qualification

SALARY: £17 per hour

WORKING HOURS: 15 hours per month to be agreed with the Chair. Additional hours may be required on ad hoc basis.