

## **Woodbrooke Quaker Study Centre**

July 2010

### **Marketing and Sales Manager: GENERAL INFORMATION**

Woodbrooke Quaker Study Centre was established in 1903 to provide a place of learning and study for the Religious Society of Friends (Quakers) and adopted a term time format. In 2000 this format was changed to one of offering short courses over a weekend or during the week, with opportunities for longer term and post graduate study. It also continues to offer courses delivered off-site and in partnership with other Quaker organisations. At the same time the building premises were refurbished in order to accommodate conference business to help support the core business, and this commercial activity is growing year on year. Please visit our website, [www.woodbrooke.org.uk](http://www.woodbrooke.org.uk) for further information.

We aim in all our activities to embody Quaker values and practices. Further information about Quakers can be found at [www.quaker.org.uk](http://www.quaker.org.uk).

Working for a religious charity with both commercial and educational aims offers the opportunity to work across a range of activities and integrate good marketing practice with an understanding of the not-for-profit sector.

The postholder will work with other heads of departments on strategic planning and the introduction of research and systems which will help Woodbrooke to reach its targets. The department consists of the manager, a marketing assistant and two conference co-ordinators, one full time, one part time.

The salary level is in the range £21,643 with qualifying incremental progression. Woodbrooke normally appoints at the starting point of any scale.

Normal working hours are between 9 – 5pm, 35 hours per week. Lunch breaks are not included. This may on occasion include time in the evenings or weekends and, very occasionally, an overnight stay away from Birmingham.

Woodbrooke offers pleasant working conditions. The centre occupies a listed building in 10 acres of its own grounds, with parking facilities and a communal dining room where staff are able to take meals with guests and visitors. It employs about 46 full and part-time staff.

#### **ESSENTIAL REQUIREMENTS:**

- at least three years' experience of marketing and sales
- education to degree level, with relevant qualifications
- excellent IT skills
- ability to write engaging, literate copy
- sympathy with the values of the Religious Society of Friends
- experience in holding and managing a budget

#### **DESIRABLE ATTRIBUTES:**

- experience in the not-for-profit business sector
- good experience in primary market research
- knowledge of web based marketing activities
- CIM qualifications
- good contacts with the media
- member of the Religious Society of Friends

**Please apply using our application form as we do not accept CVs by themselves.**

**Closing date for applications: 10am on Friday 6 August 2010**

**Interviews: Thursday 12 August 2010**

**Only candidates invited for interview will be contacted by Woodbrooke Quaker Study Centre. We are sorry that we shall be unable to send acknowledgements of applications.**