



Job Description

Job Title: Administrative & Marketing Assistant

Responsible to: Projects Coordinator and Chief Operating Officer

Based at: Waterton Centre, Bridgend

Hours: Full Time – 37.5 Hours (Monday to Friday, 8.30am to 4.30pm)

Salary: Up to £23,500

Job Purpose: To provide marketing and administrative support for the day-to-day running of the STEM Cymru Project and EESW

Key Responsibilities and accountabilities:

- Work under the direction of the Project Coordinator
- Assist with communications for all strands of the Project and for EESW
- First point of contact for correspondence, responding to telephone, email, written queries and post
- Assist with coordinating events and activities and provide admin support
- Set up and maintain marketing campaigns for all activity strands
- Produce and design marketing materials, liaising with COO, Coordinator and Activity team members
- Maintain a database of contacts, partners, visits
- Maintain website, including setting up and populating pages with activity information
- Obtain, monitor and input confidential data accurately and efficiently using a number of internal systems, including student data required by WEFO
- Prepare materials for translation and liaise with external translation contractors
- Assist with maintaining financial and staffing records
- Generate Purchase Orders and invoices and process payments
- Provide information to external financial advisers where required
- Book venues, staff accommodation, vehicle hire as required
- Maintain accurate asset and equipment register
- Assist in recruiting new companies, schools and develop links with other organisations
- Identify and report potential problems to the SRO/COO
- Any other reasonable duties as directed by the Project Coordinator

Essential skills and experience

- Experience of digital marketing and promotion
- Experience of updating website content/social media
- Competent in the use of Microsoft Office, preferably with experience in Microsoft Access
- Ability to communicate with officers in Industry, the Welsh Government and education establishments
- Previous experience in administration
- Excellent written and oral communication skills
- Good organisational ability
- Self-motivation and pro-activity
- Willing to undergo DBS check

Desirable Skills/Experience

- Qualification in marketing/digital design/website design
- Experience of website content management systems (CMS)
- Experience in dealing with information of a confidential nature
- Welsh speaker



Disgrifiad Swydd

- Teitl y Swydd:** Cynorthwydd Gweinyddol a Marchnata
- Yn atebol i:** Cydlynnydd Prosiectau a Phrif Swyddog Gweithredu
- Lleoliad:** Canolfan Waterton, Pen-y-bont ar Ogwr
- Oriau:** Llawn amser – 37.5 awr (Llun i Gwener, 8.30am i 4.30pm)
- Cyflog:** Hyd at £23,500
- Diben y Swydd:** Cynorthwyo gyda dyletswyddau gweinyddol o ddydd-i-ddydd y Prosiect a STEM Cymru.

Prif gyfrifoldebau ac atebolrwydd:

- Gweithio o dan gyfarwyddyd Cydlynnydd y Prosiect
- Cynorthwyo gyda chyfathrebiadau ar gyfer pob llinyn o'r Prosiect ac ar gyfer EESW
- Pwynt cyswllt cyntaf ar gyfer gohebiaeth, ymateb i ffôn, e-bost, ymholiadau ysgrifenedig a'r post
- Cynorthwyo gyda chydlynu digwyddiadau a gweithgareddau a darparu cefnogaeth weinyddol
- Sefydlu a chynnal ymgyrchoedd marchnata ar gyfer pob llinyn gweithgaredd
- Cynhyrchu a dylunio deunyddiau marchnata, gan gysylltu â COO, Cydlynnydd ac aelodau'r tîm Gweithgaredd
- Cynnal cronfa ddata o gysylltiadau, partneriaid, ymweliadau
- Cynnal gwefan, gan gynnwys sefydlu a phoblogi tudalennau â gwybodaeth am weithgareddau
- Cael, monitro a mewnbynnu data cyfrinachol yn gywir ac yn effeithlon gan ddefnyddio nifer o systemau mewnol, gan gynnwys data myfyrwyr sy'n ofynnol gan WEFO
- Paratoi deunyddiau i'w cyfieithu a chysylltu â chontractwyr cyfieithu allanol
- Cynorthwyo i gynnal cofnodion ariannol a staffio
- Cynhyrchu Gorchmynion Prynu ac anfonebau a phrosesu taliadau
- Rhoi gwybodaeth i gynghorwyr ariannol allanol lle bo angen
- Lleoliadau lleoliadau, llety staff, llogi cerbydau yn ôl yr angen
- Cynnal cofrestr asedau ac offer cywir
- Cynorthwyo i recriwtio cwmnïau, ysgolion newydd a datblygu cysylltiadau â sefydliadau eraill
- Nodi ac adrodd am broblemau posibl i'r SRO / COO
- Unrhyw ddyletswyddau rhesymol eraill yn unol â chyfarwyddyd y Cydlynnydd Prosiect

Sgiliau a phrofiad hanfodol

- Profiad o farchnata a hyrwyddo digidol
- Profiad o ddiweddarau cynnwys gwefan / cyfryngau cymdeithasol
- Yn gymwys i ddefnyddio Microsoft Office, gyda phrofiad yn Microsoft Access yn ddelfrydol
- Y gallu i gyfathrebu â swyddogion mewn Diwydiant, Llywodraeth Cymru a sefydliadau addysg
- Profiad blaenorol mewn gweinyddiaeth
- Sgiliau cyfathrebu ysgrifenedig a llafar rhagorol
- Sgiliau trefnu da
- Hunan-gymhelliant a rhagweithiol
- Yn barod i gael gwiriad DBS

Sgiliau/Profiad Dymunol

- Cymhwyster mewn marchnata / dylunio digidol / dylunio gwefan
- Profiad o systemau rheoli cynnwys gwefan (CMS)
- Profiad o ddelio â gwybodaeth o natur gyfrinachol
- Siaradwr Cymraeg