



## JOB PROFILE

# JOB TITLE: FIXED TERM CONTRACT, PART TIME SUPPORT OFFICER - MARKETING & EVENTS

## INTRODUCTION

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Twin is a development through trade NGO working with 33 producer organisations representing 300,000 coffee, cocoa and nut smallholder in 17 countries across Latin America, Africa and Asia. Our coffee company Twin Trading, works to access value-added markets for our producer partners and offers quality coffee with development impact.

We unlock the power of trade to strengthen producer organisations and delivery social justice, economic development and environmental sustainability for small farmers. We are engaged throughout the value change to balance producer support with creating market demand, building partnerships that deliver sustainable, scalable and meaningful change.

## MAIN PURPOSE OF JOB

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The main purpose of the role is to provide administrative support to Marketing team with budget and work planning, tracking and reporting, and the planning and coordination of events. You will work directly with the Marketing team developing procedures to create and streamline the team's processes.

## POSITION IN THE ORGANISATION

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Reports to: Coffee Marketer

Manages: N/A

Receives support from: other members of staff



## KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

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This support will include:

1. Providing support on budget planning, work planning coordination and reporting processes. The post holder will have responsibility for maintaining an overview of marketing budgets from different projects, tracking costs against staff and associates time and ensuring timely reporting, according to specific programmes and travel budgets
2. Event planning. Development of the agenda for events in coordination with team members, budgeting and tracking costs compiling the list of participants, sending invitations and providing logistic support as well as support with the preparation of presentations and reports
3. Development of an annual budget for the events relating to the functioning of Marketing team and supporting the work planning process
4. Overseeing and keeping track of the team's expenditures
5. First point of contact for the Marketing team queries
6. Arrangements relating to travel visas for the Marketing team and coordination of arrangements for marketer travel s as required
7. Post holder prepared to perform other related duties as assigned

## SKILLS REQUIRED:

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- Excellent written and spoken communication skills
- The ability to motivate and manage own workload
- Excellent organisation skills
- The ability to work under pressure
- Good IT skills
- Budget management skills
- Previous experience working for not for profit organisation and/or within the coffee industry would be an advantage
- Working knowledge of French and/or Spanish advantageous

## PROCESS

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Applications should be sent to [jobs@twin.org.uk](mailto:jobs@twin.org.uk) indicating the job title in the subject by 9:00 am on 19<sup>th</sup> July 2017. Interviews to be held on Friday, 21<sup>st</sup> of July 2017. Applications should include a cover letter explaining your suitability for the job and a recent CV.



## PACKAGE

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This is initially a fixed term contract for 12 months with possibility to be extended.

Hours of work: part time - 3 days or 21 hours per week

Location: London

Annual salary: up to £26,000 per annum pro rata to 21 hours per week

Holiday allowance: 25 days in a holiday year pro rata to 21 hours a week