

The Rag is one of London's most prestigious private clubs, welcoming members from around the globe, all walks of life and from both military and non-military backgrounds.

A fantastic opportunity has arisen for a Marketing and Member Events Co-ordinator to join a small, friendly and supportive memberships team to help with all things marketing, communications, and events related.

We are looking to recruit a strong marketer with copywriting and creative design skill who is also interested in events. In this role you will have an input to shape, create and develop how things are done. We are looking for an action maker, doer and improver. You will be fully supported by the Membership Secretary and the wider Admin team.

Your role will include:

Marketing & Communications

This key part of the role will focus on creating a marketing strategy to attract new members and engage with existing members. This includes but is not limited to copywriting, regularly updating the Club's website, social media channels and marketing collateral placed around the club – digital and print, as well as regular and timely communication with members.

Daily activities will include:

- Create and update all marketing collateral as required (InDesign, Canva)
- Check the website on a daily basis and ensure it is kept up-to-date with the correct information as required by the wider team
- Ensure Club noticeboards are kept up-to-date with recent news, events and happenings
- Copywrite material used for member events, newsletters and external advertisements
- Plan, schedule and design of quarterly newsletters, news bulletins and e-shots (Campaign Monitor)
- Keep social media calendar up-to-date and assist in regular posts across all channels (Instagram, Facebook, Twitter, LinkedIn)
- Track member feedback and questionnaires as required (Campaign Monitor)
- Assist with the creation and execution of member initiatives and partnerships
- Ad-hoc projects and requests as they arise

Events

Ensure the smooth planning and delivery of the annual Member Events Programme and Rag Circle events. You will support the Membership Secretary in the planning of the programme but will be responsible for the promotion and delivery. This requires a highly organised, process-driven individual who has a high degree of creativity with an interest in events.

Daily activities will include:

- Coordinate and deliver Members Events as assigned by the Membership Secretary
- Event planning from initial brief through to successful fruition and event evaluation, e.g. speaker liaison, event production, budget, promotion and logistical arrangement
- Working in partnership with all departments to ensure all event administration is completed accurately and within departmental and organisational guidelines prior to the event e.g. attendee lists, dietary requirements, floorplans and financial audit trails are accurately completed on all assigned events
- Assist as needed at Members Events (out of hours)
- Network with Club members to discuss new event ideas (out of hours)

Membership

As part of the Membership department, all team are required to have knowledge of enquiry handling to support during busy periods and to cover during time of annual leave.

To be considered for the Marketing and Members Events Co-ordinator position, you will need to showcase:

- 3+ years' experience working in copywriting and marketing
- Advanced knowledge of InDesign, WordPress and Campaign Monitor (or similar)
- Outgoing personality and can-do attitude
- Can work on own initiative but is also a team player willing to support others where required, even if outside of job role
- Ability to deliver high end, friendly customer service to our members
- Ability to manage own workload and prioritise, even with unplanned distractions
- Able to work out of office hours when required for events, meetings and ad-hoc with short notice
- Communicate and work with the wider team
- Bachelor's degree or equivalent
- PR relations and events experience would be advantageous

We are a small, supportive but busy team who keep the members of the Club at the heart of all we do.

To apply please contact Amrit Ranger: amrit.ranger@armynavyclub.co.uk