



COMMUNICATIONS ASSISTANT FOR ACTIVETRAININGWORLD

PERM/CONTRACT: PERMANENT FULL TIME	HOURS: FLEXIBLE AND INCLUDES WEEKENDS
LOCATION: HARPENDEN, HERTFORDSHIRE	SALARY: £17-£20K
CLOSING DATE: 28 TH JANUARY 2022	INTERVIEW: ONLINE OR IN PERSON INTERVIEW

Active Training World (ATW) is an organisation that specialises in delivering high-quality endurance events and activities, ranging from fun runs, up to marathons and long-distance triathlons.

The organisation has grown significantly in the last few years, providing events services to race organisers and is looking to diversify both geographically and into other related products and services in 2022 and beyond.

This is a unique opportunity to join an organisation made up of passionate individuals with a huge amount of experience in both event organisation and delivery.

A successful candidate will be given the opportunity to grow with this role and look to play a significant role within this dynamic organisation.

DESCRIPTION OF THE ROLE

Our events are not just about the delivery on the day – it also requires a lot of pre-work, planning and organisation. This role will undertake a lot of the enabling work that ensures our customers have a first class experience from the minute they buy their event ticket.

Additionally, all team members are expected to play an active role in our event delivery. Working patterns are flexible but will include working at weekend events with time off given in lieu during the week.

Specific jobs undertaken by the role will include:

- Customer service support via email.
- Establish and maintain relationships with partner sports clubs.
- Establish and maintain relationships with our athlete ambassadors.
- Administration support of event web-pages and ticketing system.
- Online shop order processing, stock control and shipping.
- Event delivery support (requires attendance at live events).

CANDIDATE REQUIREMENTS

Essential Skills

- Customer service experience
- Great organisational skills
- Attention to detail
- Efficient communicator

Desirable Skills

- Wordpress experience
- MS Office especially Excel
- Online ticketing
- Design skills
- UK Driving License

Essential Attributes

- Resourceful
- Team player
- Availability to work weekends (and be a morning person!)
- Live in commutable distance from Harpenden
- Sporting background
- Energetic
- People person
- Sense of humour
- Hard worker

To Apply: Please submit your CV and a covering letter explaining why you feel you are suitable for the role, to events@activetrainingworld.co.uk