



## Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Sales Administrator
Service	Resources & Assets
Team	Commercialisation & Finance Support
Location	Dinton Activity Centre / Home Working / Venues as required
Reports to	Senior Sales & Events Coordinator
Worker Style	Hybrid - Working across the various venues when required and home working
Responsible for	The role has no responsibilities
Grade	G4
Contract Type	Permanent / Part time

Main Accountabilities	
1.	To support the Sales & Events Team with the daily admin tasks required to ensure a successful business
2.	Financial responsibility of all invoices, including purchase orders, remittance and purchase to pay
3.	Social media planning, scheduling of posts and engagement with followers
4.	Marketing collateral support, posters, mailshots, banners etc
5.	Commercially aware and proactive in highlighting new opportunities

Person Specification	Essential	Desirable
Education/Qualifications	GCSE's Passionate, can do approach, must be able to use own initiative and comfortable with lone working	A Levels or Apprenticeship in relevant field Customer service and complaint handling
Experience	Previous Office Admin, Sales & Marketing awareness Experience of working as part of a team to achieve goals in a busy environment	Sales Office Admin Experience of working in a customer facing role





Skills/Knowledge	Attention to detail, professional, Microsoft Office	Canva, Social Media
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Purpose Details	
Service Purpose	The role sits in the Resources & Assets Service
Role Purpose	The role will be to support the Sales & Events Team with daily admin tasks, relieving the team to focus on more revenue generating activities.

Supervision and Relationships	
Supervision Received	Guidance & Supervision provided by the Sales & Events Manager and Senior Sales & Events Coordinator
Supervision Given	Provides guidance and support to colleagues
Contacts	Sales & Events Team, onsite Operations Teams, Country Park Services

Resources/Budget Management
N/A

Special Requirements
<p>Ability to travel to a variety of locations in borough, work special hours/shift pattern/weekends, attend evening meetings/events.</p> <p>Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.</p> <p>You will also have a duty to report any safeguarding concerns through the appropriate channels throughout your employment with Dinton Activity Centre.</p>

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N





Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Event Venues, Activity Centre with lake and sports facilities

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Due to the nature of this role, Dinton Activity Centre requires satisfactory enhanced checks from the Disclosure and Barring Service (DBS), which will be funded by the Centre. Additionally, all staff must provide two satisfactory references prior to starting employment.





**WOKINGHAM**  
BOROUGH COUNCIL

### Re-checks

As required

### Evaluation Declaration

Date of Evaluation:

<DD/MM/YYYY>

Evaluated by:

<Name, job title>

