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PART-TIME Senior Freelancer (6 months -September 2010 - February 2011)

sounddelivery is an award-winning digital media production, training and communications agency that works predominantly with organisations in the public, non-profit, community, cultural and heritage sectors, as well as businesses with a strong social commitment. We deliver training in digital and social media and work as a production agency creating bespoke audio visual content. We also offer communications consultancy, working on media campaigns and marketing projects. Our clients include YHA, Family Holiday Association, Big Lottery Fund, RNIB, Museums Association, Museum of London and many more. We are currently in the process of developing an outreach project offering respite breaks for carers under our not-for-profit arm **soundinnovation**.

We are looking for someone to join us for us for a period of 6 months from September to **work three days a week**.

What does the role entail?

- Deliver projects on time, on budget and to the very highest standard possible.
- Develop relationships with new and existing clients to help **sounddelivery** gain new business and raise its profile cross-sector.
- Plan and manage the logistics for projects including client liaison, participant preparation, venue management and catering.
- Ensure that each and every one of our clients has a stimulating and inspirational experience every time they work with us.

Who are we are looking for?

You are fazed by nothing and as a strategic thinker and confident marketing person you will be able to develop new ways of generating work opportunities. You're able to make things happen; you can organise events, training and workshops. You have a passion for charities, museums and heritage organisations and good causes and want to do a job helping to grow a socially minded business. You are incredibly organised and have the abilities to take **sounddelivery** into the next stage of development.

You're organised

You have infallible time management and can organise complex projects and events. You have meticulous attention to detail and are able to prioritise many tasks.

You're brilliant with people

You love working in a team and remain positive, even when under pressure. You understand people and how to bring the best out of them. You are proactive and happy to step in and do whatever it takes to get the job done.

You think on your feet

You see problems coming before they arrive and always come up with solutions. You

can use your imagination to come up with great ideas and you know how to make things happen. When the pressure is on you stay in control and keep a sense of balance and perspective.

You're enterprising

You enjoy working in a busy and exciting business environment. You know how business works and you are always on the lookout for new ways to grow and improve our business. You love achieving and winning new business.

Skills, Experience and Mindset ESSENTIAL

· **Research and Business Development:** You are a confident marketing person and are always looking for opportunities to develop new projects with existing and new clients. A core part of your role will be to research, identify and actively generate new business opportunities across a range of sectors and to develop a network of contacts to improve knowledge, understanding and competitive advantage within the target market. You have the ability to keep an overview of current work and look ahead. You are able to see the bigger picture – knowing our competitors and helping keep **sounddelivery** ahead of the market.

· **Strategic Thinker:** You have the ability to work with the team to develop a **sounddelivery** business/working plan and build on our strategy document.

· **Time Management:** You know how to prioritise a wide range of different tasks, plan, coordinate and meet tight deadlines. Non-clock watchers welcome and there is always flexibility within the team regarding work time.

· **Office Skills:** You have strong research and telephone skills. You have excellent written and spoken English You are a self-starter with an ability to work on your own initiative with little supervision. You are social media savvy (Facebook, Twitter, Blogging, etc...) and confident to use them to get **sounddelivery's** messages across. You're also a Microsoft Office whiz (Word, Excel, Powerpoint, etc...)

DESIRABLE

· **Work Experience:** Previous work experience in a charity or third sector organisation is highly desirable – particularly a marketing and/or sales environment (e-campaigning, fundraising, public relations, etc..)

· **Managing People and Tasks:** You have the experience and ability to demonstrate leadership qualities to guide the rest of the team when necessary. You have exceptional people skills and are really interested in understanding what makes people tick.

In return you will enjoy a competitive rate (with the possibility of a bonus structure) depending on experience, working alongside a small, dedicated, fun team in a young and dynamic company that is committed to its future.

How to apply

Please send your CV and covering letter explaining why you'd be perfect to join our team to jude@sounddelivery.org.uk by 5pm Friday 13th August. Interviews will take place Wednesday 18th August. We will only be contacting applicants that we wish to interview.

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