

AUTOMOTIVE 30% CLUB
NETWORK ADMINISTRATION MANAGER
Job Description

The Network Administration Manager will report directly to Julia Muir, and will work with Sophie Oak the Automotive 30% Club Communications Manager. The overall job purpose is to manage the Club's various member networks and their activities. This includes:

- Managing the Inspiration for Innovation Network of volunteers and planning and organising the activities. This involves arranging multiple school outreach activities by liaising with our sponsor, volunteers and school representatives. The I4I Network positions our members as inclusive employers of choice in the community, and aims to inspire youngsters often from deprived areas, to raise aspirations and raise awareness of automotive jobs and career opportunities. The school engagement is mainly focused around three campaign periods in November, February and June. This part of the role is 70% of the workload.
- Managing the membership administration and organising the activities of the Patron, Silver and Club Member Networks and organising and attending Zoom meetings. These meetings are used to regularly communicate best practice amongst our CEO/ MD members. This part of the role is 20% of the workload.
- Managing the membership administration and activities of the Inspiring Super-Network and organising and attending meetings. This is a network of women and their allies communicated to via the Inspiring Ezine (published by the Communications Manager) and through Zoom group discussions. The purpose is to assist women to fulfil their career potential. This part of the role is 10% of the workload.

Working Hours and Remuneration

This is a remote working role, with occasional travel to visit members or schools.. It is available as a full time role with flexible hours, or could be an 80% hours role, either on a weekly basis or with reduced hours during school holidays.

The full time salary range is £32,000 – £38,000 pa. dependent on proven expertise

Key skills and interests required:

A passion for helping youngsters and women to fulfil their potential

An empathy for the workload pressures faced by school representatives and automotive volunteers

Good relationship management skills and confidence to engage with senior automotive executives

Excellent project management and administration skills with great attention to detail

Diligent maintaining of membership records and contact details

Excellent written and verbal communication skills to arrange meetings with I4I Network volunteers, schools or finding suitable dates for meetings with multiple CEO / MD stakeholders via email correspondence or phone

Excellent organisation and task coordination skills

Good social, persuasion and diplomacy skills and able to influence without authority

Ability to use Google office systems and set up video calls

Transferable Skills:

Relevant skills may be obtained through previous roles such as an Executive / Personal Assistant, or a manager/ senior administrator in Marketing, HR, or Project Management. Automotive industry insight useful but not essential.

Application Process

Please send a CV and covering letter to julia@automotive30club.co.uk

Closing date is **April 30th, 2022**