

Job Title: Part-time Account Manager – new jobs portal
Report to: CEO
Based: Rosemary House, Mount Havelock, Douglas
Hours: 25 hours per week (10am – 3pm) Monday to Friday

Salary and Benefits

- £20,000 for 25 hours per week
- 35 days paid holiday pro rata
- 1 extra day holiday for your birthday after you have been with JA for 3 years
- The charity will pay for a parking space in central Douglas
- An opportunity to constantly learn and expand your knowledge
- Staff night out every quarter
- Petrol allowance
- Creative working environment

About the project

Junior Achievement is developing a new website for students, graduates and young professionals with the aim of displaying different industries and career opportunities in the Isle of Man. The website will be aimed at young people aged 14 – 24.

This project has been supported by the Z Zurich Foundation.

The website will

- Showcase employers on the Isle of Man
- List vacancies for young people including Saturday jobs, part-time, full-time, internships and apprenticeship opportunities
- Provide tools to help get a job i.e. how to interview, build your skills and write a covering letter
- Explore different job sectors
- Create and store a free CV
- Promote careers events
- Offer the opportunity to take part in a mock interview programme
- Give details on how to start a business
- Include JA programmes
- Provide job alerts
- Promote 'Youth Champion Employers'

Junior Achievement Isle of Man

Rosemary House, Mount Havelock, Douglas IM1 2QG
(t) 01624 666266 (e) enquiries@jaiom.im (w) www.jaiom.im

A bit about you

This is a newly created post and the focus is on attracting employers and young people to use the website.

We are looking for someone with a proactive attitude who is not afraid to sell the concept to employers and young people.

You will be the type of person that:

- enjoys working as part of a small team but is also confident to work independently
- likes a challenge and is resilient
- is a creative individual and an ideas person
- genuinely wants to be involved in the work of the charity and helping young people to get a job or start their own business
- has the drive and determination to work toward targets
- does not mind working the occasional evening or weekend to attend promotional events
- is outgoing, confident, and persuasive when meeting new people
- does not mind standing up to present in front of other people
- is comfortable selling and promoting sponsorship opportunities

Responsibilities and Duties

This is not a complete list, you will be expected to show flexibility and assist with day-to-day administration processes and operations

- Help to develop, create and maintain content for a new jobs website
- Encourage companies to become Youth Champion Employers
- Meet with employers face-to-face to promote the use of the website
- Liaise with industry bodies
- Keep vacancies up to date and maintain regular contact with employers
- Organise launch events and competitions
- Liaise with schools to promote the website
- Ensure all information on the portal is kept up-to-date and accurate
- Input job vacancies
- Maintain accurate records and produce reports on the website activity
- Provide help and support users of the website
- May be required to work outside of normal hours on the odd occasion to help with events or promoting the work of the charity

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Skills and Experience

- A basic knowledge of HR & Recruitment is an advantage
- Confident in using MS Office and digital applications
- A keen eye for detail and great time management
- 2 years experience working in a client-facing role involving sales or promotional work
- Degree educated or can demonstrate a successful in a similar role
- Excellent problem-solving skills
- Organised & patient with the ability to multitask effectively
- Good verbal and written communication skills in English
- Commitment to excellent customer service
- Strong team player, collaborative with a can-do attitude
- Good copywriting skills with first-class grammar and spelling
- A driving licence and use of a car is **essential**

Other

- Hold Manx worker status (not require a work permit)
- Complete satisfactory vetting process, including an enhanced DBS (Disclosure and Barring Service) check
- Must be able to start the post at the beginning of October or November 2023

How to apply

Closing date for applications Thursday 7 September

Please send the following to Sue Cook, CEO suecook@jaiom.im

- A cover email outlining why you are suitable for this post
- Your current role and notice period if in employment
- A CV of not more than two pages

If you have any questions regarding this role please email suecook@jaiom.im

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