



EMD UK are recruiting!

Who are EMD UK?

EMD UK are the national governing body for group exercise. Our vision is 'healthier communities through group exercise' and our mission is 'to support group exercise instructors to be the best they can be'.

We are an insight-driven organisation that operates the largest database of group exercise classes in the UK to connect participants with thousands of instructors offering classes in their local area. To facilitate the continued growth of the sector we provide quality training and development as well as ongoing help and advice to instructors, supporting them at every stage of their career. We also work in partnership with organisations to endorse and develop all forms and styles of group exercise, including start up support for new fitness brands and concepts trying to enter the market. We work proactively to bring all aspects of the industry together.

Sales and Admin Executive (Part time)

EMD UK is looking for a dynamic Sales and Admin Executive to drive forward sales of our activity finder 'classfinder' which has recently undergone development to embed class bookings functionality. We are also looking for someone with experience of CRM systems who can support its daily use across the team.

Salary: £17,500-£27,500 per annum pro rata (depending on skills and experience).

Contractual Status: Part-time (20 hours per week) delivered over a minimum of 4 working days.

To apply please email **a supporting document detailing how you meet each of the criteria in the person specification, accompanied by your CV**. Please include details of two references (eg current and previous employer, college tutor, mentor etc). Referees will **not** be contacted before a verbal offer of employment is made. Please **do not** just send your CV or a generic application as submissions of this nature will not be considered.

Closing date for applications: Wednesday 14th July 2021, 5pm

Interviews will be held in Horsham, West Sussex on Thursday 22nd July 2021.

Please email your application to Insight and Digital Manager, Kat Mummery kat@emduk.org



the national governing body for group exercise

Job Description

Title	Sales and Admin Executive
Reports to	Insight and Digital Manager
Location	EMD UK Head Office, Horsham, West Sussex (flexible arrangements considered)
Contractual Status	PT (20 hours per week) delivered over a minimum of 4 working days
Salary Band	£17,500-£27,500 per annum FTE
Job Purpose	<ul style="list-style-type: none"> • To lead on the day-to-day sales process for the classfinder bookings product • To support the EMD UK team with the day-to-day use of our CRM system.
Key Tasks and Responsibilities	<ul style="list-style-type: none"> • To lead on the day-to-day sales process for the classfinder bookings product <ul style="list-style-type: none"> ○ Manage process from prospects through to sales ○ Carry out sales calls as relevant ○ Deal with any product enquiries ○ Administer relevant direct debit processes ○ Liaise with our booking system partners. • To support teachers using the classfinder website on a day-to-day basis • To support the EMD UK team with the day to day use of our CRM system. <ul style="list-style-type: none"> ○ Have an excellent working knowledge of the CRM system ○ Deliver training to new and existing team members ○ Deal with issues and enquiries as relevant. • To support digital project delivery as relevant • To comply with all GDPR regulations • To attend meetings and events as appropriate on behalf of EMD UK • To support the Insight and Digital Manager and other senior staff as required. • Any other relevant task commensurate with the level of the role and as requested by your line manager or Chief Executive.

Person Specification

	Essential	Desirable
Educated to Level 2 (5 GCSEs or equivalent)	✓	
Experience of working in a sales environment	✓	
Excellent communication and interpersonal skills, especially speaking to customers on the phone and via email	✓	
At least 2 years' experience of utilising a CRM or data management system	✓	
Experience of supporting team members to learn new skills		✓
Basic understanding of HTML		✓
Understanding of and ability to deliver exceptional customer service at all times	✓	
Highly competent in the use of common IT systems, website administration and social media	✓	
Excellent organisational and time management skills	✓	
Ability to meet targets, deadlines, and work under pressure	✓	
Ability to work as part of a team	✓	
Ability to be flexible, adaptable and follow procedure	✓	
Ability and willingness to travel throughout the UK and to work evenings and weekends as required	✓	
Basic knowledge of the fitness industry		✓
Live within a commutable distance to Horsham or be willing to re-locate	✓	

This job description is not to be regarded as exclusive or exhaustive. It is intended as an indication of the areas of activity and can be amended at any time in response to the changing needs of the organisation.