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**Job Pack**

**Roadwise Marketing and Sales Coordinator**

**About Roadwise Driver Training**

Roadwise Driver Training is a social enterprise providing driver development training and coaching throughout the UK through a network of franchised and contracted Approved Driving Instructors (ADIs).

We provide a range of driver development training for people wanting to learn to drive and for company employees and individuals who want to improve their driving safety levels. We also deliver training and support for those who have, or wish to have, a career as a driving instructor.  We are committed to improving the driving skills, behaviours, and road safety awareness of all who train with us, supporting our clients to develop attitudes that improve their own safety and that of other road users.

To find out more about Roadwise and the services we offer, please [click here](http://roadwisedrivertraining.co.uk/).

**About Aberdeen Foyer**

Roadwise Driver Training CIC is a social enterprise and is wholly owned by Aberdeen Foyer. As a Community Interest Company, profits generated by Roadwise are used to support the work of Aberdeen Foyer in ending the cycle of poverty and prevention of youth homelessness.

The Foyer has always taken an entrepreneurial approach and operates social enterprises as a way of generating income, raising awareness of what we do and creating work and training opportunities for people who need our services.

At the Foyer we value seeing the person and their potential, building trusting relationships based on honesty, compassion, and respect. We value curiosity and a drive to learn as well as commitment to go the extra mile and never give up.

To find out more about the Foyer, please [click here.](https://www.aberdeenfoyer.com/)

**About the Role**

As Marketing and Sales Coordinator for Roadwise, you will be responsible for business administration, managing and coordinating all aspects of sales, training delivery logistics and marketing of our driver training services. You will target corporate and learner markets and coordinate all queries and will work in close collaboration with Roadwise driving instructors across Northeast Scotland to ensure healthy pipeline and effective allocation of pupils. You will work with other Aberdeen Foyer teams such as Finance, to ensure smooth financial administration and with Aberdeen Foyer’s Communications Manager, to coordinate digital marketing strategies and co-manage Roadwise social media platforms and website.

**About you**

The successful candidate(s) will be an excellent communicator, highly organised and able to prioritise multiple competing demands. You will be comfortable working flexibly and collaborate effectively will all relevant stakeholders, including different levels of company representatives. You will be proactive and resourceful; solutions focused, results orientated and committed to getting things done. You will enjoy and take pride in delivering an excellent customer experience.

**Benefits of Working at Roadwise Driver Training CIC**

We offer 20 days annual leave plus 12 public holidays rising to a cumulative 37 days with continued service and a contributary company pension. We consider flexible working for most roles which means many of our employees enjoy the freedom of choosing a working pattern that suits them as much as it suits Roadwise.

We recognise that this is a multiskilled role and as a small business we can offer flexibility including job share.

Being wholly owned by Aberdeen Foyer, we are very proud to be both a Living Wage and a Disability Confident employer. We value our employee’s wellbeing and offer a Cycle to Work scheme, a monthly Wellbeing Hour and a confidential Employee Assistance Programme which is open to employees and their friends and family.

We value curiosity and all posts will have access to structured induction and ongoing training and learning opportunities to ensure comprehensive core skills. Where appropriate mentoring, peer support network and coaching may also be available.

**Recruitment Process**

Our people are our greatest assets. Roadwise provides a safe space for our employees, where everyone can be themselves and feel comfortable bringing their whole self to work.

Roadwise embraces and celebrates diversity and equal opportunity for all. We want to find the best people for the job, ensuring inclusion, diversity and difference is always at the very heart of what we do. We recognise the value a diverse workforce brings to the way we work and the difference we make to the people we support. We are committed to promoting the human rights and dignity of each human being, including equality of opportunity inclusive of sexual orientation, gender or transgender identity, race, colour, age, national origin, disability, religion or belief and socio-economic status, protected veteran status, or other characteristics in accordance with the relevant governing laws.

For those who are suitably qualified, and care experienced, we offer guaranteed interviews.

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| Application Closing Date: | **5pm Thursday 19th May 2022** | Submit your CV and Covering letter to[recruitment@aberdeenfoyer.com](mailto:recruitment@aberdeenfoyer.com) |
| Interview Dates: | **W/C 23rd May 2022** | Will be held online via Microsoft Teams in the first instance – details will be shared should you be invited to interview |

For more information and/or to discuss the role in more detail, please contact **Leona McDermid, CEO, Aberdeen Foyer** by emailing her at [LeonaM@aberdeenfoyer.com](mailto:LeonaM@aberdeenfoyer.com)

**We look forward to receiving your application!**