

Job Title:	Marketing and Sales Trainee (Apprenticeship)	Department/Group:	Marketing and Sales
Location:	Birmingham Road, Cowes	Travel Required:	UK & some International potentially
Line Manager:	Marketing Manager	Position Type:	Full-time – Fixed term contract 2 years

Job Description

Involved in all aspects of the busy Sales and Marketing team calendar, the role is varied and involves supporting the team in a multitude of tasks and activities. Depending on the individual experience, skills and enthusiasm the job description will evolve over time and can develop to suit the individual and their interest.

Role/Duties: The job is likely to include but not limited to the following:

- Customer Support
- Preparing for exhibitions
- Supporting events and exhibitions
- Data Entry
- Shop Merchandising
- Store Training
- Booking travel
- Desktop publishing
- Research
- Social Media
- Website management
- Product Sales
- Developing customer relationships
- Ensure work is prioritised to meet product development calendar and review weekly with Line Manager
- Follow procedures in line with Company guidelines and Quality ISO 9001
- Ensure adherence to and compliance with all health and safety requirements and good practice
- Dress in a professional and appropriate way for all public facing situations and in accordance with company policy

Training (compulsory):

- Apprenticeship leading to NVQ 3 / 4 (depending on previous experience)
- Set time during working week allocated to NVQ coursework
- Ability to complete in 12-24 months
- Full support from local college

Key Skills

- Energetic, enthusiastic and motivated.
- Experience is not required, just a can-do attitude and a willingness to learn by getting stuck in and working hard.
- Tell us what you like doing in your work and any other skills and we will try to use them in some way.
- Good command of spoken and written English.
- Experience and knowledge of using a computer.
- Full clean driving license.
- You don't need to sail but if you are into sports this will be of benefit to the role and socially.

Travel Required (minimum):

- Dealer visits as required which may involve extended hours due to travel (UK)
- Production Unit visits as required
- Potential to join team at UK and International Exhibitions and Boat Shows.
- Customer support – attend service and repair when required
- Product testing and trials on land and sea

Contract Summary:

Position:	Marketing and Sales Trainee
Line Manager:	Marketing Manger
Location:	Cowes, Isle of Wight with some UK travel
Start Date:	ASAP
Contract Term:	Full Time for 2 year fixed term contract
Review Dates:	Six monthly appraisals/reviews
Annual Starting Salary:	Apprenticeship rate £18,000-£20,000 gross per annum paid in 12 equal instalments monthly in arrears.
Working Hours:	08.30 – 17.30 (one hour lunch) Monday to Friday. Some Saturdays and Sundays required for Boat Shows and travel (time in lieu given).
Expenses:	All expenses incurred wholly, exclusively and necessarily in performing the duties of role for Spinlock will be reimbursed to employee (using expense claim procedures).
Additional Benefits:	See below ‘Working for Spinlock’.
Bonus:	The Company runs a discretionary (non-contractual) bonus scheme.
Pension:	A Company Group pension scheme, an approved auto enrolment scheme. Currently with 3% employer contributions, conditions apply.
Paid Vacation:	22 days per year by arrangement (plus all UK Public/Bank Holidays, also Christmas Shutdown, usually 24 December to 2 January). Holiday year runs April to March.

Why work for Spinlock?

There are lots of reasons to work for Spinlock, you’ll meet some great people, progress on your career development and be rewarded for your contribution to our success. We are a small friendly team located in a great place to work.

A certain type of person works for Spinlock, one who strives to be the best they can be and help drive innovation, quality and customer service, through team work.

Our Values

Inspiration - generating new ideas that excite our customers, enthuse our people and enhance our business.

Innovation – focusing on continuous improvement, pushing boundaries and encouraging experimentation.

Integrity - doing the right thing, not the easy thing; building trust and reinforcing our reputation.

In Touch - understanding what’s important to our customers, the communities in which we work and our colleagues.



Continual Improvement – we strive to make the place we work the best it can be. We are continually reviewing how the site and systems work for us and make sure they fit the changing demands of the Company and set our standards high.

Training

At Spinlock we enjoy nurturing people and expanding their skills, we allow employees to grow and fulfil their potential. We run a full induction process and support learning through ongoing in-house training and coaching as well as external courses and appraisal process. As well as training, we offer an induction programme for all our new starters. This will last between one and two weeks, depending on your experience. This induction will give you a basic overview of our business, along with all you'll need to feel passionate, inspired and excited about your new role with us.

Benefits

Pay - We regularly check our salaries against other companies to make sure we're competitive and keeping up with changes in the market. We also have a pay structure within Spinlock and ensure that each role is in line with similar roles within the Company. We'll also review your basic pay every year, plus we offer extra performance rewards to recognise individual achievements. Spinlock is proud that by October 2016 all employees will receive the Living Wage as a minimum.

When we do well financially, we want our people to feel the benefit too. So we have a discretionary bonus scheme on offer that rewards our employees for helping us to reach our goals. Spinlock also has in place a Quality Reward Scheme.

Employee Discount - We work hard to secure discounts for employees from Island companies.

Leave - We offer you 22 days paid holiday, plus bank holidays (8 days) and a minimum of 2 extra days to cover our Christmas shutdown, usually from 24 December to 2 January but dependent on sales commitments. So that's a minimum of 32 days per year! Obviously, if you work part-time this will be pro-rated. After two years of continuous service for Spinlock, you will be able to apply for unpaid Extended or Special Leave. If you are a keen sailor then you can also apply for up to 5 days extra leave per 12 month period to compete in approved sailing races. In addition to statutory sick pay, Spinlock have occupational sick pay which employees are eligible after probationary period and subject to terms as set out in the Employee Handbook.

Health and Wellbeing - At Spinlock your wellbeing is a big priority, and we want you to be the best you can be. That's why we provide all staff with a Health Cash Plan that provides assistance towards covering everyday health care costs and a wellbeing website with top tips and health guides, to keep you fighting fit.

Environment - Spinlock's Head Office and Production facility is based in Cowes, the home of yachting. Our head office is in an enviable position overlooking the Solent and two minutes from the town, with easy access to on road parking and council pay and display car parks. The Production site sits in a quiet area with excellent facilities, including plenty of parking, with easy access to a food store. Both sites have well equipped staff areas and rest facilities. The Island is renowned for its water sports, beaches, countryside and festivals. There are great reliable regular links to the Mainland and we are 2 hours from London. At Spinlock we enjoy getting together for social events and have many during the year including employee's families. Spinlock operate a Long Service Award. These are awarded at 10, 20, 30, 40, 50 and 60-year milestones.

Future Planning - Nowadays, we're all aware of how important it is to save for retirement. At Spinlock, we want to help you along the way. This is why we offer an excellent Defined Contribution pension plan that qualifies under Auto-enrolment regulations, where if you contribute, Spinlock will contribute. Spinlock contribution levels are above the minimum required by employers. Life Assurance – From day one, you'll receive life assurance cover to the value twice your annual gross salary.

Community - Every year you'll have the opportunity to volunteer for one day at a charity of your choice. At Spinlock we have an Employee Charity Fund where employees are able to nominate a charity, group or project (based locally or within the marine industry) for Spinlock to support. This can be monetary, through product or through your or/and the team's time (covered by Spinlock). Alongside the Employee Charity Fund, Spinlock also selects a number of charities each year to support through donations and product funding. Spinlock also nominate one charity to become Spinlock's Charity of the Year. We encourage staff to be creative in ways they can raise money for the charity focusing on team events.

Inspiring Confidence