

Administrator (Maternity Cover)

Contract: Full-time, fixed-term for 12 months (**with potential to become permanent, subject to business needs and performance**)

Hours: 37.5 per week, Monday–Friday, 9:00–17:00 (flexible and hybrid working available)

Salary: £24,500 - £26,000 per annum, dependent on experience

Location: East Park Lodge, Blackburn (with occasional travel to events)

Reporting to: Operations & Events Director

We are seeking an administrator to join our busy team who will work across all aspects of our brands and business.

We publish an award-winning magazine and stage award-winning, industry-leading events. We are an independent business based in Lancashire and we're planning to grow.

Lancashire Business View (LBV) magazine has been the magazine for industry, commerce and regeneration in the county since 2005. We bring the Lancashire business community together to celebrate success and encourage trade in the county.

We have a large online presence which is updated daily; a digital version of the magazine; we distribute frequent online communications; and have a strong following on social media.

We stage around 30 events each year, mostly within the LBV events calendar ranging from themed debates for up to 10 delegates to the national award-winning Red Rose Awards which attracts more than 1,000 guests annually.

We are a small and dynamic team, and all contribute to the direction of the business. We work hard and have a lot of fun in the process!

Purpose of the role

The Administrator supports day-to-day operations across the business, working closely with Operations, Marketing and Events to keep our programmes, publications and events running smoothly. You'll be a proactive organiser who brings structure, accuracy and excellent service to colleagues, clients and partners.

This is a maternity cover position for 12 months, with the possibility of becoming a permanent role for the right candidate as our programmes evolve over the coming year.

Key responsibilities

Magazine & Publishing Support

- Process booking forms and maintain accurate records within the CRM.
- Liaise with clients and suppliers to gather artwork, editorial content and approvals to deadline.

Office & Operations

- Support the Operations & Events Director with office management tasks
- Maintain staff holiday records
- Order stationery/office equipment and arrange handyman/maintenance as required.
- Coordinate and book meetings/appointments; support SMT diary management.

Events Administration

- Lead end-to-end event administration: delegate data management, pre-event information and guest communications.
- Prepare event materials (e.g., name badges, delegate packs, roundtable collateral).
- Produce and maintain templates including speaker briefings and scripts
- Support speaker and guest invitations; manage responses and chaser communications.
- Attend events throughout the year as part of the delivery team, undertaking relevant on-the-day duties.
- Contribute to the smooth running of flagship events (e.g., Red Rose Awards) in the lead-up and event week.

Marketing & Data

- Keep marketing and events datasets clean, current and segmented for campaigns.
- Own the LBV mailing list updates
- Support the transition to a full CRM over the next 12 months, including data migration and user adoption.

Teamwide Support

- Provide ad-hoc project support to the senior management team and contribute to continuous improvement across processes and templates.

About you (skills & experience)

- Solid administrative experience (events/media/experience a plus).

- Confident with CRMs, spreadsheets and document templates; strong attention to detail and data accuracy.
 - Excellent written/verbal communication and a calm, professional manner with clients and suppliers.
 - Highly organised, able to prioritise and meet deadlines across concurrent projects.
 - Comfortable working in-office and at events (some early mornings/evenings during event periods).
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Benefits

- 30 days' holiday including bank holidays.
 - Access to learning and skills development.
 - Employer pension contributions.
 - Mental health support access.
 - Health & wellbeing NHS top-up programme.
 - Phone allowance.
 - Regular office dog cuddles.
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How to apply

Please send your CV and a short cover note explaining your relevant experience and what appeals to you about this maternity cover opportunity. Interviews will be scheduled on a rolling basis.