

JOB DESCRIPTION

JOB TITLE:	Marketing & Communications Assistant
MANAGED BY:	Marketing Manager
GRADE:	6

THE ROLE

Reporting to the Marketing Manager, this role requires a proactive and creative Marketing & Communications Assistant to support the marketing team in a variety of key tasks. You will assist with creating marketing materials, briefing agencies and provide essential administrative support to ensure the smooth running of campaigns and projects.

This role will work across the marketing and communications team, co-ordinating marketing activity with external communications.

Key Attributes:

- **Organised:** Detail-oriented with the ability to manage multiple priorities
- **Creative:** A creative individual who can assist in the development of marketing materials and contribute to campaign ideas.
- **Efficient:** Able to handle administrative tasks such as managing purchase orders and supporting the smooth operation of the marketing team.
- **Adaptable and Proactive:** A resourceful individual who can handle shifting priorities and take the initiative in a fast-paced environment.

KEY RESPONSIBILITIES

- Organise and maintain a digital library of images and videos, ensuring assets are easily accessible for marketing campaigns
- Assist in the design and production of marketing materials such as brochures, flyers, exhibition materials, adverts and videos
- Provide general administrative assistance to the marketing team, such as booking media, raising purchase orders, filing campaign material and managing supplier lists and contacts

- Support wider team in evaluating impact and return on investment of marketing activity

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent experience
- Knowledge of Microsoft Office programmes including Outlook, Word, Excel and Powerpoint and have a willingness to learn new applications and technology as appropriate.

Experience

- Some experience or education in marketing, communications, or a related field (internships, volunteer work, etc.)
- Proven experience of creating content and managing creative agencies

Skills and Competencies

- Strong organisational and administrative skills, with a keen attention to detail
- Able to work as part of a team and build relationships with colleagues
- Able to plan and prioritise workload to meet deadlines
- Experience of briefing external agencies and handling an internal sign-off process
- Creative and ambitious approach to work

DESIRABLE

Qualifications and Knowledge

- Experience working in a complex, political, multi-stakeholder environment