

MARKETING ASSISTANT

We are excited to advertise for a Marketing Assistant to join our Team. The individual will work 3 days per week for a 6-month period, with a possible extension afterwards.

This post will report directly to the Business Development Manager. The individual will be someone who has some scientific background so that they are able to draft copies, they will have familiarity with social media platforms and website development. They should also be a self-starter with ability to work independently and have excellent written and verbal communication skills.

Role & Responsibilities:

- Support marketing planning and execution
- Write copy for social media posts, promotional emails and other marketing collateral
- Update the Company website, Facebook, LinkedIn and Twitter profiles
- Produce quarterly newsletters
- Drafting promotional case studies
- Carry out market research on competitors
- Support marketing events

Desired Skills:

- Good understanding of website coding/ graphics i.e. Adobe InDesign
- Good communication skills
- Good level of attention to detail
- Good record keeping
- Good numeric and written skills

Salary: £20,000 pro rata

Closing Date: 18th November 2020

Expected start date: 1st December 2020

If you would like to apply, please send a covering letter and your CV to k.brown@griffininstitute.org.uk