

Role:	Marketing & Communications Assistant
Contract Length:	12-months Fixed Term Contract
Location:	Pinley House, 2 Sunbeam Way, Coventry, CV3 1ND
Hours:	37.5 hours per week, Monday – Friday
Salary:	£17,000 per annum

Description:

The Heart of England Community Foundation, the largest grant giving charity in the West Midlands, is seeking a Marketing & Communications Assistant to support the Marketing Department in raising the profile of the Foundation across the region.

The role is extremely varied and will see the successful applicant learn in an intern-styled position within a friendly and supportive environment.

The role is situated in Coventry, but you will be required to travel across the West Midlands, attend several events and projects while meeting a wide variety of people to collect and share information.

Main Responsibilities:

- Run the Foundation's daily social media including Twitter, Facebook, LinkedIn, Instagram and YouTube.
- Daily assessment of third sector and general news to ensure the Foundation's content is relevant.
- Support marketing lead in the production of publications and the running of events.
- Ensure Marketing Department administrative work is complete, including sending groups relevant information and ensuring collected content is GDPR compliant.
- Work closely with Grants Team, successful grant applicants and donors to gather content and produce marketing and communications material.
- Visit stakeholders across the West Midlands, collect and share information to raise Foundation's profile.
- Writing content for the Foundation's website including news articles, case studies, press releases and blogs.
- Prepare and send the Foundation's newsletters.
- Assist in design work, video production, website maintenance, event management and other marketing activities.

Essential Person Specifications:

- Preferable Educated to Degree level but will still consider applicants without.
- Qualifications in either English, Marketing, Journalism, Media Studies or similar field.
- Confident and strong communicator both written and verbally.
- Excellent social media skills.
- Experienced in writing in various styles to be able to captivate the desired audience.
- Excellent presentation skills.
- Excellent attention to detail.
- Ability to work on own initiative and as part of a team.
- Ability to work under pressure.
- Full UK Driving and access to a vehicle (role will involve travel around West Midlands).

Desirable Person Specification:

- Understanding of the third sector.
- Confident photographer.
- Inquisitive and approachable.