

Marketing Assistant

Job Description

Hamilton Davies Trust (HDT) is a small dynamic and friendly charity providing support to the communities of Irlam and Cadishead through the provision of grants, expertise, time and facilities. HDT also drives proactive regeneration across the area, helping to make it an even better place to live, work and enjoy.

Reporting to the Marketing Manager, this role will support the marketing team in the planning and execution of all communication activities, with a specific focus on digital media and video production.

This is an exciting and varied role in which the successful candidate can gain experience across the marketing mix, with the opportunity to develop and make a difference.

Main Duties:

- **Social Media:** Work with the team to plan, source, write and execute all social media content. Monitor engagement on both HDT platforms and local / partner channels and facilitate responses to comments / messages.
- **Websites:** Support with the development of online content for the portfolio of sites including: www.hamiltondavies.org.uk , www.irlamandcadishead.net, www.rixtonwithglazebrook.net and partner websites.
- **Content:** generate ideas and channel specific content including creative writing, designing graphics, as well as capturing and resizing photography.
- **Video Production:** Assist in the planning, filming, editing and production of short films.
- **Project management:** Take the lead on specific projects to develop skills in planning, co-ordinating, implementing and communicating activities.
- **Support:** the team to deliver a range of marketing projects including: events, publications, signage, PR activities, etc.
- Any other ad-hoc tasks as required.

Package

- **Salary:** minimum wage
- **Hours of work:** 37.5 hours per week (full time)
- **Holidays:** 25+ bank holidays

Person Specification

HDT are looking to recruit a bright, creative, enthusiastic and social media savvy person to bring fresh ideas to the team. The successful candidate will have an interest in marketing communications, along with the following essential and desirable requirements.

Essential

- 5 GCSE's C and above, including Maths and English
- Good communication skills, both written and verbal
- Proficient in the Microsoft Office Suite
- Experience of using Facebook, Twitter, Instagram and YouTube
- Experience of using Photoshop and video editing software
- A team player with the ability to work on their own initiative
- Ability to commute to the office

Desirable

- Good attention to detail
- Experience in scheduling content and using CMS
- Full driving licence
- Access to a vehicle