**Marketing Assistant (6-Month Contract, 1-Month Notice)**

**Aim of post**

Due to an increased demand in workload, we are looking for a Marketing Assistant to support our current Marketing team for a period of up to 6-months.

This is an exciting role working for Cambian, a leading children’s provider of specialist behavioral health services for children in the UK. This role will be based in Sittingbourne, Kent at By the Bridge’s Fostering Head Office (a subsidiary of the Cambian Group).

The Marketing Assistant will be responsible for the on-going development of the company’s portfolio of digital assets – including (but not limited to) brochures, leaflets, PDF files and other marketing materials for the entire organisation. The successful candidate should be confident in producing high quality, web ready digital files as well as being confident and comfortable with preparing print ready documents.

**The Role**

Assisting the Marketing Manager in the development and execution of the company’s marketing materials with a specific focus on print media and creation of digital assets.

This job role will suit someone who has excellent attention to detail, has a proven background in the creation of print and digital assets and enjoys working on lots of on-going projects.

**Responsibilities**

* To work with the Marketing Manager to develop the company’s portfolio of digital and printed brochures
* To write, proofread and obtain relevant approvals for all content
* Liaise with external printers to ensure that artwork is printed on time and to specification
* Must have excellent control over document issuing, versions and history
* Create and upload posts to our Social Media account (shared responsibility)
* Uploading completed files to the company website (shared responsibility)

**Working relationships**

* Reporting to the Cambian Marketing Manager
* Close interaction with Schools, external stakeholders and all other staff
* Management of some external third party supplier relationships

**Person Specification and Skills**

* Strong communication skills, both written and verbal, with good attention to detail
* Experience using Adobe Photoshop and InDesign (For PC)
* Proficient in Microsoft Office
* A strong team player but with the ability to work independently
* Ability to work on various projects simultaneously, under pressure to tight deadlines
* Dynamic, confident personality with emotional intelligence, enthusiasm and energy
* Experienced at using Content Management Systems desirable (this is required for uploading completed files, but not essential, as training will be provided for this element of the role)