**Marketing Assistant (12-Month Contract)**

**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 fixed period of 12-months.

This is an exciting role working for By the Bridge with Cambian, an independent fostering organisation and 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 work closely with the Marketing Manager in the development of a variety of marketing materials including writing content, proof reading, monitoring and updating the company website and assisting in the organisation of events and exhibitions, whilst providing a high level of administrative support to the wider marketing team.

**The Role**

Assisting the Marketing Manager in the development and execution of the company’s marketing assets with a specific focus on content creation, proof reading and general administration tasks.

This job role will suit someone who has excellent attention to detail, strong organisational skills, and is confident in writing content. This role would suit someone who enjoys working on lots of on-going projects.

**Responsibilities**

* To work with the Marketing Manager to develop the company’s portfolio of printed and digital assets
* To write, proof read and obtain relevant approvals for all content
* 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 Fostering offices, 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
* A strong team player but with the ability to work independently
* Ability to work on various projects simultaneously, under pressure to tight deadlines
* Proficient in Microsoft Office
* Good understanding of social media
* 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)
* Experience using Adobe Photoshop and InDesign (Preferable but not essential)