

Job Title:	Marketing and Communications Assistant	Department	Marketing and Communication
Contract type:	Full time 35hrs a week	Location:	Exeter Cathedral
Reporting to:	Director of Marketing and Communication	Pay:	Up to £26K depending on experience

Job Description

Summary

Coming at a time of exciting change and opportunity, this new role has been created to support delivery of Exeter Cathedral's brand, marketing and communications strategy. The Marketing & Communications Assistant will draw on a broad range of creative marketing and content skills to play an important role in positioning Exeter Cathedral as a world-class destination for heritage and cultural tourism, music, worship and events. The Marketing & Communications Assistant will report directly to our Director of Marketing & Communications, and work alongside colleagues across worship, music, visitor experience (including a shop and café), fundraising development, events, education, library and collections

Key responsibilities:

To support the Director of Marketing & Communications by:

- Creating and posting scheduled and responsive social media content
- Daily management of social media channels – responding to comments and reviews in Exeter Cathedral's tone of voice, and directing any questions or complaints onto the relevant department
- Building and curating e-newsletters and other email marketing campaigns
- Creating and maintaining content on the Exeter Cathedral website
- Designing and producing a wide range of on-brand print and digital marketing materials
- Working with external partners, including creative agencies, designers and content creators
- Shooting and editing photography and video content
- Assisting with coordinating calendars, printing and displaying marketing collateral
- Undertaking daily administrative tasks to ensure the functionality and co-ordination of the Marketing & Communications department's activities
- Supporting the management of our marketing and communications schedule

Working Pattern:
This is a full time, 35 hours per week, over 5 day. You will be required to be flexible to work some weekends, evenings and Bank Holidays.
Who we're looking for
<ul style="list-style-type: none"> • Someone educated to degree level in a relevant subject, or with equivalent professional experience • A creative thinker • Someone keen to learn and grow in the role – able work both under direction and independently • An engaging writer, with impeccable spelling and grammar • A lover of social media, with an in-depth knowledge of all major social media platforms • Someone with a working knowledge of applications from the Adobe Creative Suite • Someone who knows their way around Mailchimp, Wordpress CMS and Microsoft Office applications • A natural multi-tasker who adheres to tight deadlines and thrives in a fast-paced environment • A reliable and committed colleague with a strong work ethic and lots of enthusiasm • A positive team player with a 'can do' attitude
Benefits:
<ul style="list-style-type: none"> • The Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved). • The Cathedral offers a Childcare Voucher Scheme. • Holiday entitlement – 30 days including Public Holidays per annum pro rata. • 10% discount in our shop and catering van • Complimentary tickets to our in-house concerts (limit applies)

Please send your completed application form, along with examples of your best recent work (either an online link or PDF format please), to vacancies@exeter-cathedral.org.uk
Due to the high volume of applications we receive, we regret that we are unable to respond to every applicant. If you have not heard from us by 5th November please assume you have not been successful on this occasion.