



Exeter  
Cathedral

Careers



# Marketing Assistant *Application pack*





**Title:**

Marketing Assistant

**Department:**

Marketing & Communications

**Reporting to:**

Marketing & Communications Manager

**Hours of work:**

Full time 35hrs a week

**Salary:** £24,000 per annum

**Contract type:**

Permanent

**Location:**

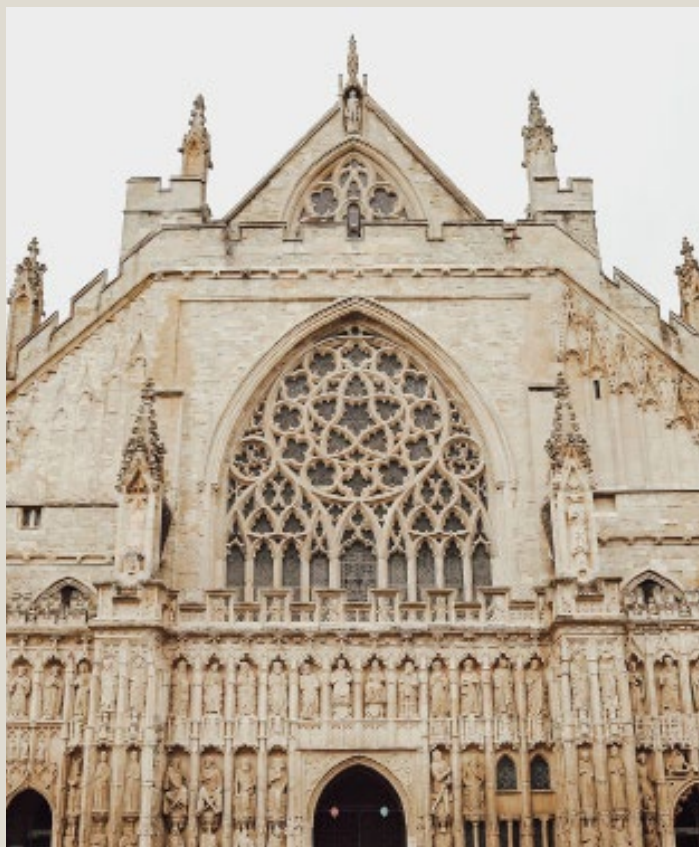
Exeter Cathedral



## Purpose of the role

As Marketing Assistant, you will play an important role in supporting the delivery of Exeter Cathedral's brand, marketing and communications strategy, and in-house creative services. You will develop a broad range of creative marketing and content skills to help position Exeter Cathedral as a community hub and place of worship, as well as a world-class destination for heritage and cultural tourism, music and events.

You will work closely with our Marketing & Communications Manager and alongside colleagues across all areas of cathedral life, including worship, music, visitor experience, enterprises, volunteering, fundraising and development, events, learning, and heritage engagement.



# Background

The Marketing Assistant would support the Marketing & Communications Manager in all aspects of the Cathedral's marketing activity with a particular focus on managing social media accounts, email marketing and website management.

## Duties and responsibilities

- 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 questions or complaints to 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







## Candidate profile

### Essential:

- Creative thinker
- Degree level education, or equivalent professional experience
- Keen to learn and grow in the role
- Natural multi-tasker, able to adhere to tight deadlines in a fast-paced environment
- Team player with a positive attitude
- Ability to work either with direction or independently, as required
- Engaging writer, with impeccable spelling and grammar
- A demonstrable flair for graphic design, photography and video, across all channels
- Lover of social media, with in-depth knowledge and trend awareness across all major social platforms

### Desirable:

- Degree level graduate in a directly relevant subject
- Experience in using Mac-based Adobe Creative Suite applications, including Photoshop, Premiere Pro, InDesign, Illustrator and Acrobat Pro
- Familiarity with Mailchimp, Wordpress CMS and Microsoft Office applications
- A demonstrable interest in one or more of the following: history, tourism, community, events, hospitality, music, Christianity

# Safeguarding

Exeter Cathedral is committed to following best safeguarding procedures and practices to protect children and vulnerable adults. It is therefore an essential contractual requirement that all employees complete safeguarding at the appropriate level identified for their role and attend refresher training when invited by the Cathedral.

Appointment is subject to clearance from the Disclosure and Barring Service.

# Working Pattern

This role is full time, 35hrs per week over five days. You will be required to be flexible to work some weekends, evenings and Bank Holidays.

# Annual Holidays

The holiday entitlement is 30 days per year including public holidays. Bank holidays may need to be worked as part of a regular working pattern. The holiday year runs from 1 January to 31 December.

# Benefits

- Exeter Cathedral will match up to 5% of your contribution to your pension plan (provided it is HMRC approved).
- Childcare Voucher Scheme.
- Holiday entitlement – 30 days including Public Holidays per annum pro rata.
- 10% discount in our shop and café.
- Complimentary tickets to our in-house concerts (limit applies).
- Access to an Employee Assistance Scheme





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## How to apply

Please complete the application form, available on our website at:

[www.exeter-cathedral.org.uk/about-us/vacancies/](http://www.exeter-cathedral.org.uk/about-us/vacancies/)

and submit it along with a covering letter stating why you are the right candidate for this role. You may also include your CV.

For an informal conversation about this role please email:

[vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

Applications can be sent by email or post to:

Catherine Escott, Chief Operating Officer, 1 The Cloisters, Exeter, EX1 1HS

Email: [vacancies@exeter-cathedral.org.uk](mailto:vacancies@exeter-cathedral.org.uk)

The closing date for applications is 12pm on Wednesday 22 October 2025.

Interviews will take place on Wednesday 5 November 2025.

Thank you for your interest in this role.

We look forward to hearing from you!