

Marketing Co-ordinator

Condover College - Shrewsbury

SALARY: Dependant on experience, but no less than £20,500 pro rata per annum

EQUAL OPPORTUNITIES STATEMENT

Condover College is committed to becoming an equal opportunities employer. It is committed to promoting equal opportunities and preventing discrimination. This policy applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Condover College's Equal Opportunities Policy.

KEY RESPONSIBILITIES:

- To actively promote the mission vision and values of Condover College
- To collate, create and disseminate high quality marketing materials
- To attend exhibitions and promote the company and industry
- To represent at events/seminars/ promotional activities
- Regularly update and input new information on our website, external online platforms (such as NATSPEC) and other social media
- To collate articles and generate the internal newsletter
- To run and create reports to inform the Executive Group of the outcomes of marketing campaigns and initiatives, or to identify new areas of need and development
- To maintain accurate records
- To be responsible for Internal and external communication, to promote internal projects and raise the profile of the organisation
- Deal with enquiries
- Proof read and quality assure all promotional materials to the highest standard.
- Develop and analyse questionnaires which will support the improvement and development of the organisation
- Undertake Adhoc design work when required
- To carry out any other duties compatible with the post

For further information and an application pack please contact CCL on 01743 872250 or submit your CV via Indeed

The post is subject to an enhanced DBS Disclosure.

We aim to reply to all applications within two working days. By applying for this position you give your consent for us to keep your CV for up to 6 months. In the event that you have been unsuccessful for this position, we will retain your details should anything else suitable become available. Please request in writing should you not wish us to retain your details for this purpose. Your details will not be shared with any third party without your express permission.

CLOSING DATE: Monday 2nd November 2020

Job Type: Contract

Condover College Ltd - a Registered Society under the Co-operative and Community Benefit Societies Act 2014 Reg No 29768R