

Job Title	Marketing Administrator (graphics)
Location	Home based.
Reporting to	Viv Bryan.
Hours of Work	12 hours per week (potential for extension to 20 hours+) to be worked over 3 days (Monday – Friday).
Salary	£10.50 per hour.

### Purpose of the Position

To support the Concise Training team with graphic design needs and to manage client social media activities.

### Main Responsibilities (This list is not exhaustive)

- To design and create graphics for clients according to brand guidelines and design brief outlined. Graphics may be for online social media posts, websites or offline marketing.
- To support other members of the Concise Training team with graphics as required.
- To manage client accounts on social media channels. This will include creating a content plan, writing engaging posts to support graphics, sharing updates and monitoring activity, highlighting actions for the client as necessary.
- To work with the existing processes within the Concise Training team.
- To attend team meetings and communicate with the other members of Concise Training. Most team meetings are online, but we do have annual face to face meetings.

### Specific Skill Requirements (This list is not exhaustive)

Essential	Desirable
<ul style="list-style-type: none"> <li>• Demonstrable ability to plan, organise and manage</li> <li>• Proficient to Intermediate level in Adobe Photoshop and Illustrator</li> <li>• Basic knowledge and understanding of social media marketing</li> <li>• Access to technology to work remote (computer and broadband)</li> <li>• Access to Adobe Suite</li> <li>• Excellent communication skills, both written and verbal</li> <li>• Ability to work unsupervised</li> <li>• Ability to work under pressure and to key deadlines</li> <li>• Detail orientated</li> <li>• Keen to learn and develop</li> <li>• Interest in Marketing</li> <li>• Flexibility to travel as a requirement of the role</li> <li>• Honesty and integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge and understanding of social media marketing</li> <li>• Working knowledge of Mailchimp</li> <li>• Proficient to Advanced level in Adobe Photoshop and Illustrator</li> <li>• Video editing skills</li> <li>• WordPress skills</li> </ul>

The ideal candidate will live in or near Swindon.

**Benefits**

- Competitive Package
- Flexible working arrangements
- Homeworking
- 22 days holiday plus statutory
- Pension scheme, 8% employer contribution
- Access to training courses for own personal development
- Profit based bonus scheme

**How to Apply**

Please send CV and covering letter to [mary@concisetraining.net](mailto:mary@concisetraining.net). Closing date 6pm on 21st February. Interviews will be in Faringdon on 26th February (after 1pm).