

Job title

Marketing Assistant

Company name and postcode

365 Response, WF4 5RA

Job summary

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

365 Response is a unique and award-winning software services organisation with approximately 60 staff based in offices in Wakefield and Leicester.

We collaborate with clients across multiple sectors to understand detailed requirements, identify gaps and then accordingly implement solutions. We work across the NHS, local councils, and public & private transport providers.

The 365 Response team has the unique combination of a fast-paced innovative approach, an established system and unparalleled industry experience. We are proud to say that our solutions have helped our clients achieve improved service levels and significant cost savings.

We supply digital platform solutions including patient & community transport, social prescribing, e-procurement and digital marketplaces to numerous NHS organisations in Wales and England and across local councils.

The role of a Marketing Assistant is hugely varied and offers an opportunity to work in multiple areas of the Marketing Mix. The team at 365 Response is made up of a Head of Marketing, Digital Marketing Executive and a Digital Graphic Designer. The successful candidate will spend time with each person, learning the day-to-day role and gaining skills in communications, promotion, design, research and more.

The team is currently home-based with occasional requirements to visit the office in Wakefield. Specific tasks will include producing captivating content for use on the company website and social media pages. The candidate will have an opportunity to work on brochures and company collateral, including video and graphics.

A key part of this role will be research. As a forward-thinking technology organisation, it is important that we stay ahead of the curve and that we drive awareness through award submissions and PR.

The candidate will need to be organised, have a keen eye for detail and a high level of written communication skills. The role will involve standardisation of business documents, ensuring excellent communications to achieve our aim of 'delighting the customer'.

Essential skills, experience and qualifications (please do not use bullet points)

Excellent written and verbal skills.

Job category (DWP use only)**Number of hours per week**

25

Working pattern and contracted hours (including any shift patterns)

Flexible between Monday to Friday between the hours of 08:00 - 17:30

Hourly rate of pay

National Minimum Wage

Details of employability support (training opportunities/mentor)

Support will be provided by our existing marketing team of three. All work items will

be fully explained and demonstrated to assist the candidate with independent learning. The successful candidate will be integrated with the team to learn a range of different skills and develop their understanding of different areas of marketing

Closing date for applications

30 May 2021