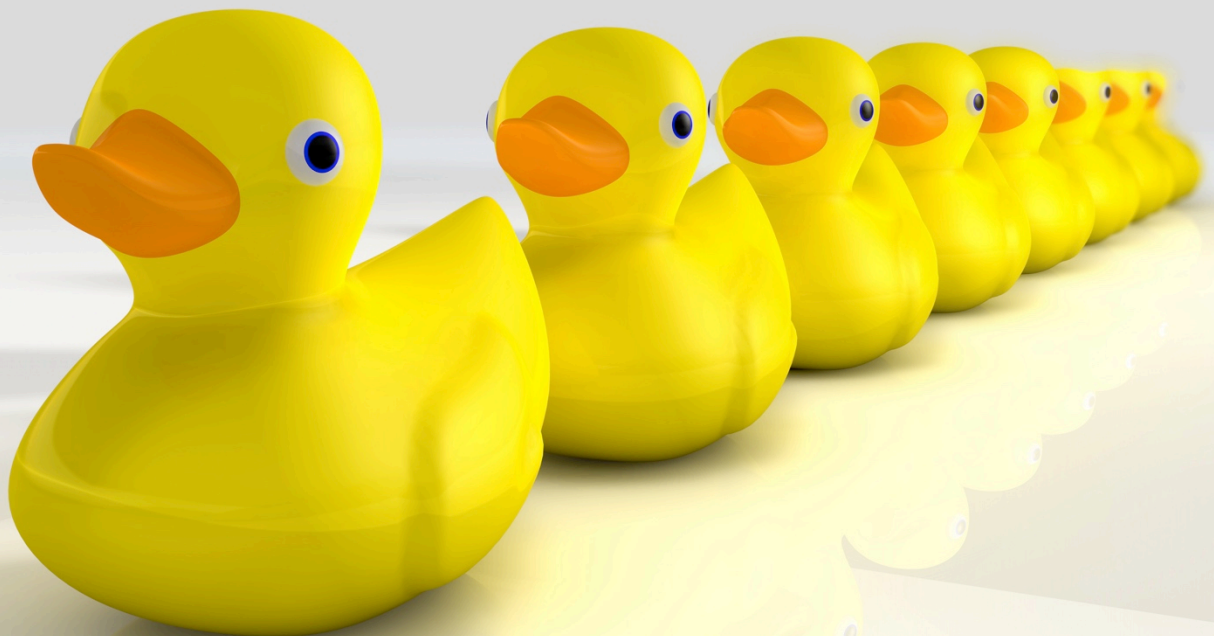




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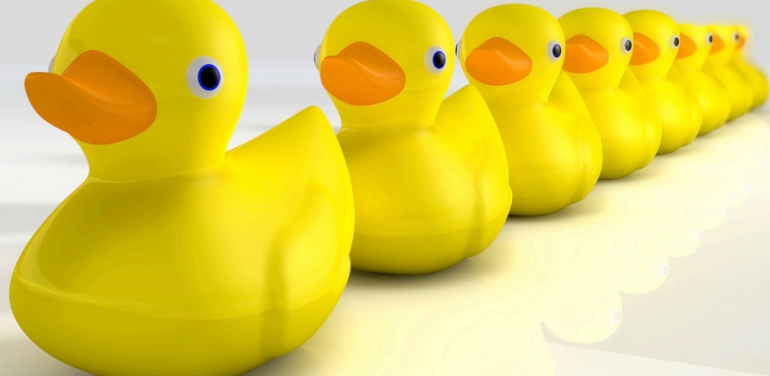
# Marketing Co-ordinator

The small print...



# Marketing Co-ordinator

## The small print



### Can you help us keep our ducks in a row?!

This is a really exciting opportunity to join our future thinking, creative and busy marketing team.

We are looking for a marketing co-ordinator with bags of enthusiasm and a 'can do' attitude to help support the delivery of Impact's marketing strategy to drive sales and put us firmly on the map in a competitive global marketplace.

This is a great role for anyone looking to begin a career in marketing in an award-winning global organisation! You will have the chance to work across a broad range of marketing activities from branding to events to digital campaigns and more. You will be hands on, gathering lots of experience and forging a career for yourself in the UK's best place to work!

Here is the low down on the role...don't worry if you don't have all of the attributes, we value drive and talent as much as we do specific skillsets and experience and offer lots of in-house development opportunities.

#### Here's some stuff we'd like you to be brilliant at:

- helping us to put on brilliant events – handling bookings, creating and sending out comms to participants, logistics and admin, venue sourcing, publicising events (through web content management and social media channels)
- keeping us 'on brand' – through formatting, effective use of templates and document creation support
- writing basic content for marketing comms – no waffle please!
- populating our online image library with new and approved images; up to date client logos and the latest award logos
- uploading content to the website – a few basic web skills would be handy!
- support the co-ordination of external events (e.g. exhibitions and summits)
- data! - preparing reports to track the effectiveness and ROI of marketing activity
- digging out information on market trends, clients and competitors to share internally
- supporting the marketing and delivery of Impact's annual festival of learning (Learnfest) - everything from logistics and ideas creation to 'on the ground' support during the festival
- managing and processing incoming emails to the website
- working with a CRM system – it's only as good as the data we put in!
- working alongside our internal design agency to create supporting marketing materials
- general office support for the marketing team

#### Here's some stuff we'd love to hear about you:

- hungry to learn and develop
- results-driven
- a team player – relationships are at the heart of how we work globally
- attention to detail – we have a 'fail fast' approach but getting the basics right is always good!
- curious in everything you do
- you might have done this kind of thing before – bring on previous experience!
- you know your way around Word, Powerpoint, Photoshop/InDesign and web CM tools
- you're open to feedback and keen to improve
- a sense of adventure (that doesn't mean abseiling!) - but you're up for getting stuck in!
- you are a keen social secretary – not a deal breaker, but we like a good get together!

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### Here's some stuff we're brilliant at:

- the money part – salary is negotiable and competitive (depending on experience). Profit share, bonus scheme and non-contributory pension scheme are all in there too.
- we're a Great Place to Work® – it's official!
- wellbeing – health care scheme available to all
- inspiring and developing – we have a tailored induction process and lots of opportunities (internally as part of the Impact Academy or externally) to learn, develop and progress in your career
- celebrating successes – no matter how great or small
- caring for each other – we always have each other's backs
- finding opportunities to support our local communities around the world
- adventure and fun – where else would you celebrate the biggest mistake of the year with a trophy and an awards ceremony?!

## Would you like to join our team?

We'd love to hear from you if you like the sound of us  
and you think we'll like the sound of you!

Apply via our website

