

MARKETING ASSISTANT

Oxford Summer Courses is looking for an ambitious, organised, enthusiastic marketing assistant to join one of the fastest growing companies in Europe (Financial Times 2017) and a nationally recognised excellent company culture on a permanent part-time basis.

About the Role

As a **Marketing Assistant** you will work with the Marketing Manager to assist with creating and tailoring content for our network which includes; prospective students, parents, alumni and our corporate partners.

There will be opportunities for career progression in all areas of marketing, from SEO to PR. You will hit the ground running and will be involved in both the creative and data sides of our marketing campaigns.

You will be

- Writing content for our social media audience of 300,000+
- Scheduling social media content and newsletter across; Facebook, Twitter, Instagram, LinkedIn, and more
- Assisting with website SEO measures, which may include blog writing, coordinating with copywriters, updating our website on Wordpress, etc.
- Helping us improve and design of our website

Practical Details:

- Salary £18,500 FTE + 10 % bonus for achieving personal and company-wide goals
- Part-time – 3 days a week, flexible on arrangement
- Comprehensive benefits package including health and dental insurance, learning allowance, cycle to work scheme
- Start Date: December 2018 / January 2019

We are looking for

- An enthusiastic person with a willingness to learn new areas of marketing
- Strong IT skills (MS Office Suite)
- Experience posting to social media for a business/ organisation (6 months+)
- Creative writing experience (blogs, websites, school newspapers)
- Degree education or equivalent

Desired attributes

- Knowledge of Adobe InDesign or other graphic design programmes
- Written or spoken knowledge of a second language
- Website design and creation (ideally in Wordpress)
- Google Analytics experience or other data analytics
- Experience of CRM systems

Apply

Please send your CV and a covering letter to jobs@oxfordsummercourses.com , application closes on the 15TH January 2019. Interviews will be held week commencing 17th December 2018.

About us

Oxford Summer Courses is a fast-growth education company committed to exceptional educational experiences. We are ranked 496th fastest growing company in Europe (80th in the UK) by the Financial Times. The organisation was established in 2010 by a network of Oxford alumni determined to share the magic of the university and the city with the wider world. Although Oxford Summer Courses isn't part of the university, Oxford is at the heart of everything we do. It shapes what, where and how we teach.

We run a summer school that welcomes over 2,000 motivated international students aged 10- 24 to Oxford, Cambridge, High Wycombe, London and India, where they'll study a wide variety of academic subjects and English language courses.

We are a dynamic team located across Oxford, Cambridge, London and India. Together we build global partnerships and oversee preparation for the busy summer months when a team of over 150 tutors and 200 on-course delivery staff join us to deliver our courses.

Oxford Summer Courses values and actively nurtures company culture through a range of staff benefits curated by staff members, regular social events and a collaborative head office situated at the heart of Oxford. For that reason, Real Business and Breathe HR recognised us as one of SME Culture Leaders in the UK. We are seeking an individual that wants to be part of shaping the growth of the company as well as contributing to the award winning team culture.

Our goal is to share the exciting academic adventure of Oxford – and other elite universities – with the world. Alongside our summer courses we run a charity (Universify Education) that offers free access courses to encourage applications to top universities from students from disadvantaged backgrounds.

Please note that Oxford Summer Courses has robust safeguarding policies. References are requested and will be scrutinised. Where appropriate, they will be validated with the providing referee.

Disclaimer

Please note that only successful applicants will be contacted and that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.