



JOB DESCRIPTION

JOB TITLE:	Marketing Assistant
CONTRACT:	Part time post, 12 month contract
SALARY:	Starting at £6,900 (equivalent to £9.50 per hour)
HOURS OF WORK:	15 hours per week worked flexibly, year round.
ANNUAL LEAVE ENTITLEMENT:	62 hours per year, based on 22 days per years FTE, plus statutory public holidays. In addition, the office may be closed between Christmas and New Year.

BACKGROUND INFORMATION:

Chelmsford Cathedral is the principal church of the Diocese of Chelmsford, covering the whole of Essex and East London. Last year more than 100,000 people visited Chelmsford Cathedral to worship, to attend concerts or events or to admire our architecture and art. The Cathedral is building on its reputation as a venue and as an integral part of the city, the diocese and the region.

The Cathedral has a staff of 17, including clergy, and an active community of around 400 volunteers. The Cathedral is growing in reputation as a resource for the city, the county and the diocese. This new role will be responsible for supporting the marketing of events and services across the life of the Cathedral.

PRINCIPAL DUTIES:

Working with the Communications and Services Manager to support marketing activities relating to Cathedral services and events including:

- Developing online marketing tools and opportunities
- Devising and delivering marketing materials
- Managing and maintaining the Cathedral's CRM database

- Supporting the Cathedral's social media presence
- Assisting in media communications
- Building strong relationships with colleagues, volunteers and stakeholders to maximise marketing opportunities

PERSON SPECIFICATION:

Required

- Knowledge of marketing techniques and opportunities.
- Knowledge or experience of the requirements of GDPR.
- Experience or knowledge of copy-writing.
- Experience or understanding of design.
- IT literate with experience in using Microsoft Word, Excel, Outlook, Powerpoint and Publisher.
- A helpful and confident telephone manner.
- Able to communicate effectively with a wide range of people and to be able to demonstrate tact and diplomacy.
- Ability to prioritise workload in a busy office.
- Happy to work in a Christian environment.
- A flexible attitude and ability to deal with a wide variety of duties.
- A good team-player, able to work well collaboratively with other members of staff and volunteers.