

## **Marketing & Administrative Co-ordinator (Maternity Cover)**

Hours:	Full-time, temporary contract, 40 hours per week
Salary:	£18-19,000 dependent upon experience
Closing Date:	16 June 2019
First round interviews:	27 June 2019

An exciting opportunity has arisen to join our team as a Marketing & Administrative Coordinator to cover maternity leave.

This role is responsible for proactively coordinating Pensthorpe's marketing function in line with business needs. Working in conjunction with the Marketing & PR Manager, the role holder will assist with the coordination of the Marketing Strategy.

The role will also involve co-ordinating seasonal events and taking a lead on specific campaigns. Communication skills and attention to detail are paramount, with the expectation to be able to communicate in a way which is on brand and consistent with the Pensthorpe tone of voice.

Updating and making amendments to the company's website and social media platforms will also be a regular feature in the role, along with collating and providing a statistical analysis of data.

Additionally, the Marketing & Administrative Coordinator will deputise for fellow administrative team members to ensure the smooth running of events and core office administrative tasks.

### **Essential Knowledge, Skills and Experience**

- Previous experience of working in a Marketing/PR role
- Experience in digital media marketing and confident in the use of a wide range of social media
- Organised with keen attention to detail
- Excellent administrative skills
- Experienced in the use of Photoshop

### **Personal Qualities**

- Naturally communicative with the ability to create warm and welcoming environments
- Able to prioritise workloads and keep calm in busy situations
- Reliable and hardworking
- Ability to work alone and as part of a team acting on your own initiative
- Interested in nature and conservation

Visit our website for further details and full job description <http://www.pensthorpe.com/jobs>

Please send your CV and Cover Letter to Marie French, HR Administrator, Pensthorpe Natural Park, Fakenham, Norfolk, NR21 0LN or at [marie.french@pensthorpe.com](mailto:marie.french@pensthorpe.com).