

Kickstart Role Outline

Role Title:	Trainee Marketing Assistant
Location:	Home working and office base (Lovell House, Archway 6. Hulme M15 RN)
Days & Hours	TBC with applicant at interview – 25 hours per week
Duration:	6 Months
Requirements: <i>Include an introduction to the work & example of tasks and duties</i>	<p>We are looking for someone who can assist the One Manchester Marketing team across a wide range of marketing activities.</p> <p>The work will include everything from creating content for our website, building and designing customer and staff emails through Hubspot, doing creative design work and supporting with internal and external communications, including staff events. You will learn and use marketing skills across all channels that we use, both on- and offline and support with marketing admin whenever needed.</p>
What's In It for You the candidate:	<p>The candidate will have an opportunity to manage their own workload across multiple different tasks and systems. They will learn to use a number of different digital systems including Hubspot (and get chance to do the comprehensive training offered by Hubspot), our Drupal 8 website Content Management System (CMS), and intranet software. We will also offer training in the social media platforms that we use. The candidate will gain skills in project management and project experience along with Microsoft Excel skills.</p> <p>During the placement you will develop key transferable skills such as:</p> <ul style="list-style-type: none"> • Teamwork • Communication • Problem-solving • The use of office/digital applications • Using your own initiative • Working independently • Marketing knowledge and experience <p>During the course of the placement, you will be fully supported through the following ways:</p> <ul style="list-style-type: none"> • 1:1 check-ins with your manager to see how you are doing • 1:1 pastoral support (fortnightly video/telephone calls to discuss any challenges/difficulties you may be experiencing or successes you have had during your placement)

	<ul style="list-style-type: none"> • Informal monthly group placement catch-ups with all kickstarts who have joined at the same time to learn and share from one another • Participate in a group social activity • Monthly insight bitesize sessions to learn more about the wider business • Access to Open Award Level 1 qualification – specific to your placement role • Attend group employability skills development workshops called Get Your Future Started • Support with creating and updating your CV to reflect your placement experience • Support with applying for jobs/apprenticeships • Support with interview prep • Access to interview clothing
Skills or Qualifications required	<p>Don't worry if you don't know the jargon/terminology used in this advert, you will be able to learn about this during your placement.</p> <p>As the role will be primarily be home-based, you will need to be:</p> <ul style="list-style-type: none"> • A self-starter • Have a willingness to learn • Motivated to work independently • Organised to plan and deliver work on time • Good level of written and spoken English • Knowledge of Microsoft Excel or a willingness to learn would be beneficial
Pay	National Living Wage
How to Apply	<p>To be eligible you must be between 16 – 24 years old and claiming Universal Credit.</p> <p>To apply you must speak directly with your JCP work coach and ask to be referred to this opportunity.</p>