



Kickstart Job Advert Information

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| Job Title | Marketing & Communications Assistant |
| Company name and postcode | Practice Solutions, Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf |
| Job Summary | <p>This role will provide support to our Business Strategy Team :-</p> <ul style="list-style-type: none"> • You will help to co-ordinate and distribute publications to key clients and external stakeholders e.g. newsletter, BLOGS, leaflets, posters and flyers. • You will help to maintaining our visibility across Social Media by scheduling posts across our digital media platforms and helping to track levels of engagement with our posts • You will work with the team to make any changes needed on the PSL website / associated websites and update accordingly • Research competitor activity online and collating information • Assist with the weekly promotional mailing and daily administrative task to ensure co-ordination of the team’s activities |
| Essential skills, experience and qualifications | <ul style="list-style-type: none"> • You may have achieved some GCSEs, if not then what is important to us is a positive “can do” attitude and willingness to try new types of work • Ideally a qualification in marketing and / or able to demonstrate an interest / some work in marketing • Good awareness of social media • A self starter, capable of working independently and as part of a team • Excellent people skills who is able to create good working relationships with team members as well as our clients / customers. • You will have good communication skills [both written and verbal] • You will need to be confident in using Microsoft packages eg Word, Excel, Powerpoint • Be familiar with working in an online office environment, for example Microsoft Teams/Zoom • Excellent organisational skills |
| Number of hours per week | <ul style="list-style-type: none"> • 25 hours |
| Working patterns and contracted hours | <ul style="list-style-type: none"> • Flexible – to be agreed with the successful applicant |
| Hourly rate of pay | <ul style="list-style-type: none"> • National Minimum Wage |
| Job location, address & postcode | <ul style="list-style-type: none"> • Our office is based at Ty Antur, Navigation Park, Abercynnon, Rhondda Cynon Taf. However, due to COVID, we are all currently working from home for the foreseeable future with occasional visits to the office for certain work. |



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| If site based, is public transport available? | Yes |
| Anticipated start date | ASAP |