



## **Junior Marketing Manager / Marketing Assistant – RGHT**

**Location** – Office-based – Charlton House, Charlton

**Part-time** – 3 days a week (0.6f/t)

**Salary** – £25,116 per annum (pro-rata £15,070)

**Reports to** – Marketing Lead

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### **Main Job Purpose**

We are looking for a proactive and creative Junior Marketing Manager / Marketing Assistant to support the planning, execution and optimisation of marketing campaigns across multiple channels. This is an entry-level role and is ideal for someone looking to build a career in marketing, gain hands-on experience across multiple channels, and develop their skills with support and guidance.

### **Key Responsibilities**

- Work to the marketing strategy
- Campaign and Channel Management
- Support the planning and delivery of integrated marketing campaigns (digital and offline)
- Manage day-to-day execution across channels including email, social media, website, PPC and events
- Coordinate with freelancers and internal stakeholders where required

### **Content, Communications and Brand**

- Support the creation of content for blogs, social media and email campaigns, and marketing materials
- Check marketing content for brand consistency
- Help schedule social media posts and monitor engagement
- Help with website updates, SEO activity and basic CMS management
- Help prepare and send email marketing campaigns (including segmentation and performance tracking)



### **Data and Reporting**

- Collect and organise campaign performance using tools such as Google Analytics
- Assist with basic reporting on marketing activity and results
- Maintain marketing dashboards and reports

### **Team working**

- Work closely with RGHT team members to align messaging
- Assist with organising events
- Support marketing calendars and project timelines
- Support market research and competitor analysis

### **Skills and Experience**

- Interest in marketing and a desire to build a marketing career
- Basic understanding of digital marketing and digital/ social media channels
- Good verbal and written communication skills
- Organised

### **Desirable**

- Relevant qualification or apprenticeship
- Some experience from a placement, voluntary work or internship
- Familiarity with tools such as Canva, MailChimp, Google Analytics etc..
- Basic knowledge of SEO and paid social

### **The ideal person**

- Willingness to learn and take feedback
- Proactive, positive attitude
- Creative and curious
- Comfortable taking ownership with guidance
- Strong communication skills

**What happens next?**

If you are interested in this opportunity, please apply by sending your CV plus a cover letter explaining why you'd like to work for us. Please don't use AI to generate your response.

**Deadline**

Friday 30<sup>th</sup> January at 5pm