

Job Description – Lead Social & Digital Strategist

Remuneration:

Negotiable (Regular reviews)

Start Date:

December 2023

Job Roles Essential:

- Social media management
- Assist with website launches and maintenance.
- Writing content for websites, emails and social media posts
- Planning, scheduling, and coding (where necessary) email campaigns
- Meeting and communicating with clients
- Image and video editing
- Assist & Run content days
- Aiding design team

Job Roles Assisting:

- Google Analytics/SEO/PPC strategy and delivery
- Office Admin/Managing of Invoice system/Managing of monday.com (projects)

Software Used (not essential):

- Microsoft Office packages
- Social media platforms (LinkedIn, Twitter, Facebook, Instagram)
- Adobe Photoshop/InDesign/Illustrator/Premier Pro/After Effects
- Mailchimp/Hubspot
- WordPress
- Sendible

Personal Qualities:

- Good communication skills
- Well organised
- Willingness to learn new skills
- Friendly & Personable
- Eye for detail
- Ability to multitask
- Ability to work as part of a team or as an individual as required