

Job title: Marketing Coordinator

Summary:

We are seeking a bright & ambitious individual to join our marketing team to help plan, create and deliver a varied communications journey across a range of platforms and mediums. You will have either a degree in a relevant subject (eg English, Communications, Marketing, Business Studies) – and ideally with at least 1-2 years of experience in a broadly similar role.

We are an outdoor events company, and have a growing audience of engaged and committed participants; from those looking to take on a 25km walk in London to others planning to tackle a mountain in the Himalayas. An interest in the outdoors, and an understanding of excellent brand communication, are both likely to be key.

You will be joining the company at an exciting time of recovery and further expansion, as our aim to deliver the very best challenge events in the marketplace as we head into a post Covid 2021 and beyond.

About us:

Action Challenge had been in business for 20 years, and are organisers of UK & World-Wide challenge events – delivering unique and exciting experiences for the country's top charities, companies, private groups, and individuals. We have over 30,000 participants each year and have helped to raise over £85 million of fundraising for our charity partners. Due to our growing client base, and with an expanding portfolio of UK mass participation events and International challenges, we want to strengthen our London HQ Team.

Key Responsibilities:

- Help implement communications strategies
- Provide administrative support to programs and internal teams
- Draft & edit communications copy (e.g. challenge guides, training guides, social media posts, website copy)
- Manage company's APP platform - all content and imagery
- Assist in maintaining web content & social media pages
- Update databases and media lists
- Track projects and media exposure
- Ensure all brand guidelines are kept in all communications
- Prepare presentations and reports

Who we are looking for...

You will be a self motivated, hard working, confident individual with the desire to work in a dynamic, busy team – with a flexible approach to work and with a rounded, generalist skill-

set and a very good eye for detail. You will ideally have some previous experience of website editing and CMS platforms, you will have a real interest in developing online platforms and deliver work to a high standard and level of detail.

You will be:

Degree level education – ideally within a relevant field
Excellent written and general communications skills
Experience of online platforms and social media
Experience of editing websites and creating online content
Enthusiastic, passionate and excited to work within the events & travel sector
Solid office I.T. skills
Confident and engaging presentation skills

The Role:

Based at our South East London office based in Woolwich. CVs must be forwarded along with a cover letter demonstrating your suitability and desire for the role. Salary guideline is between £22k - £25k, depending on experience.

To Apply: Complete our online form here: <https://airtable.com/shr9TNRQxbmQ2QFXr>