



TechLancaster

## **Tech Lancaster Engagement Officer / Marketing Apprentice - Job Description**

Tech Lancaster is growing and we are looking for a new team member to help deliver Skills Bootcamps and develop our business. You will be joining a small team where you will have the opportunity to make a difference to Tech Lancaster on its journey and also in the wider community as Tech Lancaster enables people to access free skills training to kick start their careers.

We are looking for a confident person that is comfortable in working within small teams and independently. You will need to be a self starter full of enthusiasm, a flexible mindset and the ability to spin multiple plates at any one time!

### **Responsibilities for Marketing Apprentice Position**

- Ability to create social media posts on multiple digital platforms
- Ability to use software to generate custom graphics
- Ability to edit/create videos for marketing purposes
- Proof reading of marketing materials
- Ability to create and maintain websites
- Organisation of tech talks and social events
- Organisation of exhibition days
- Ability to analyse effectiveness of marketing campaigns

### **Person Specification**

- 4 GCSE Grade C/4 including English and Maths or L2 Functional skills equivalent
- Reliable and conscientious.
- Ability to work unsupervised, once training undertaken.
- Ability to talk confidently on the telephone.
- Organised and professional with an ability to manage own time and multitask.
- Experience of talking with people from all different backgrounds.

### **Contract Terms**

- Position requires enrolment on a Digital Marketing Apprenticeship
- £13,000 for the first year, increasing upon progression.
- Typical 37.5 hour week (with flexi-time available)
- Desk Space provided in (Lancaster, UK)
- 20 days holidays plus 8 bank holidays
- Pension scheme available