



MARKETING & COMMUNICATION ASSISTANT JOB DESCRIPTION

Job Title

Marketing & Communication Assistant

Location

Brixton BID town centre

Reports to

Brixton BID Cultural Manager

Context

The Brixton BID is a membership organisation voted in by local businesses on the 1st January 2014. It will operate for five years before requiring renewal through a further ballot. Its 570+ member businesses which generate the core funding through the BID levy and the company has a track record of generating additional external income.

The Brixton BID delivers a number of initiatives to benefit the local business community under the main themes: Enhanced Environment, Safer Day & Night, Better Business and Distinctive Destination.

Job Purpose

The purpose for the job is to support a robust marketing & comms delivery, look after the Digital Marketing and Communication function of Brixton BID including across our website, social media, and newsletter platforms. Assist with daily marketing activities and the development and delivery of our marketing and media strategy. Taking on in-house graphic design work for projects where appropriate and liaising with stakeholders and external agencies when appropriate. Assisting the Cultural Manager and wider team on delivery of events across the year.

The role is flexible and can be fitted around the applicants ambitions. The role can focus on:

- Event Management
- Marketing & Comms
- Social Media Content Creation
- Design of print and digital collateral



Terms & Conditions

Salary

Paid at London Living Wage

Position

Part Time, 1 day per week (20 hours).

To be delivered across 2 day per week for 2 weeks (4 days) or 1 day per week across 1 month (4 days).

Working days will likely be Monday, Tuesday or Thursday.