Communications and Marketing Officer

Salary: £28,000 - £37,000, depending on experience

Location: Flexible in UK. The company is based in Penrith, but this role is primarily home-based. All we ask is occasional visits to our office in Penrith or to a central working space in Glasgow, and some UK travel

Contract type: Permanent

Hours: Full time for 37.5 hours a week. Whilst the role is offered full time, we are open to applications from anyone able to work at least 30 hours per week

Do you want to play your part in one of the greatest environmental and scientific challenges of our time?

Can you turn science speak into compelling copy to tell stories about world-leading innovation and expertise?

Are you an energetic self-starter who wants to work with a supportive and close-knit team?

If so, we want to hear from you.

FIS360 works with some of the most innovative and forward-thinking businesses in the country. And we need to tell their – and our – story better. So we're looking for a new communications and marketing officer to do that with us.

The innovation programmes we deliver are finding cutting-edge solutions to overcome some of the most complex challenges facing the nuclear industry. And it will be your job to help explain that up-to-the-minute science in plain English.

We will also want you to help set out FIS360's story and purpose as we grow, using your skills across traditional and digital channels and blending media handling with marketing. We'll also want your expertise to help shape and deliver events.

Ideally, you'll need experience across all these disciplines – or at least the commitment to build skills quickly as you work on the job.

As a valued member of our team, you will benefit from:

- An exciting, positive, creative, challenging and rewarding place to work
- A competitive reward package with annual bonus reviews based on company performance
- A generous 34 days of combined annual leave and public holidays entitlement
- Support to nurture your talent and reward success through an annual development and training review process

FIS360 are a dynamic and agile SME, meaning you will have the opportunity to make a significant impact from day one. Whilst we're small, our influence is large, and the environment is fast-paced and exciting. You can expect no two days to be the same.

Key responsibilities of the role:

1. Writing copy and creating high quality content for FIS360 and innovation programme websites that meets requirements for content, accessibility, search engine optimisation and mobile compatibility
2. Proofreading and editing of FIS360 and innovation programme materials
3. Supporting communication and marketing campaigns for FIS360 and innovation programmes
4. Delivering content on social media platforms
5. Evaluating effectiveness of website and social media content and campaigns using online analytics
6. Preparing materials to represent the FIS360 and innovation programme brands at trade shows and corporate events
7. Event planning and promotion
8. Implementing lessons learned from online analytics and monitoring new trends and techniques to ensure communications are delivered in innovative and effective ways
9. Engaging in activities outside of the core job role to support other members of the FIS360 team when required

Person Specification

- 2 years+ experience in a communications and marketing role
- Excellent standard of written English
- Strong Microsoft Office skills (Outlook, Word, Excel)
- Excellent attention to detail and very high standards of accuracy
- Strong digital media skills
- Experience extracting and condensing technical information to write news articles
- Experience of using CRM systems in marketing and promotional campaigns
- Effective team working and strong interpersonal skills with the ability to develop and maintain excellent working relationships
- Ability to work confidently and sensitively with stakeholders from a range of different organisations, sectors and levels of seniority with an understanding of different project stakeholder perspectives and needs