JOB TITLE:	Marketing and Communications Assistant
BASE:	Hybrid, with at least 40% of working time spent in the hospitals or at Oxford Hospitals Charity offices, Wood Centre for Innovation, Stansfeld Park, Oxford, OX3 8SB
SALARY RANGE:	£27,450 - £29,000 FTE (pro-rata'd for part-time)
CONTRACT:	Permanent
HOURS:	Part-time, 15-17 hours per week over four days (flexible working considered)

Oxford Hospitals Charity is seeking an organised, collaborative and proactive individual to join our Marketing and Communications Team to make a tangible impact on the lives of patients and staff.

In this marketing and communications delivery and support role, you will help charity teams turn their ideas into action – co-creating impactful marketing and social media materials, monitoring and updating social media accounts, maintaining photo consent, asset and workload systems, ordering brand and charity products, delivering reports on communication outputs and helping with events and projects to raise funds and the visibility of the charity.

Strong organisation, accurate writing skills, creativity and an eye for detail are key. A principal part of the work will be ensuring internal project management systems are up to date and accurate. The role will also include working on canva and on social media platforms. Ensuring materials and content are professional and engaging, created in the right format, at the right time, for the right audience and keeping a consistent Oxford Hospitals Charity brand message throughout and bringing our charity's work to life.

This role would suit a super-organised individual who is excited to bring their skills to a fantastic local cause and provide practical hands on support to the Communications team and wider charity.

Key Responsibilities

MARKETING

- Provide day-to-day administrative support to the Communications and Marketing Team including coordinating requests from charity colleagues, providing timely updates on the progress of their project and managing inboxes and workload project systems (including Monday.com)
- Proactively manage the pipeline of requests for marketing and communications input, working collaboratively across the teams to ensure jobs are completed within brand guidelines, on time and in the most impactful and cost effective way
- Spot opportunities across the charity to amplify the work of Oxford Hospitals Charity
- Using Canva, design basic assets that can be used across the charity
- Ensure all marketing materials align with our brand and carry out regular audits to ensure all materials are still relevant
- Create engaging digital and print content that can be used across the charity
- Help coordinate the installation of promotion designs within the hospitals, liaising with charity colleagues and hospital staff.
- Ensure all teams have the materials they need, coordinating print runs and requests for new materials to maximise value for money for the charity

SOCIAL MEDIA

- Work with teams across the charity to plan, create and schedule organic content to drive engagement on social channels including Facebook, Instagram and LinkedIn
- Coordinate requests from across the charity for social media work, spotting opportunities and feedback on the stories that make the most impact
- Increase community engagement across platforms by monitoring and responding to reviews, comments, and messages in a timely, warm and brand-appropriate manner
- Monitor and report on social media performance, across organic and paid-for content, providing regular reports to the Head of Comms.

DATA AND COMPLIANCE

- Maintain confidentiality and professionalism when handling sensitive donor or patient-related information
- Ensure any donor communications are added to our charity CRM, Raiser's Edge
- Support due diligence and gift acceptance processes where required
- Oversee the management and filing of marketing materials on the shared drive, to ensure they are easy to find and stored with the necessary consents

GENERAL

- Provide flexible support to the wider team during busy periods or events.
- Participate in team meetings, training and organisational activities.

- Undertake any other duties appropriate to the level of the role.

Any other duties as reasonably required.

The closing date for this role is Tuesday 1st December at 5pm and any interested candidates should apply by sharing their CV and a covering letter detailing why they are suitable, to Eleanor Jones, Head of People at Oxford Hospitals Charity – eleanor.jones@ouh.nhs.uk

Applications will be considered as they are received so early application is encouraged.

We request no contact from agencies please.

The Ideal Candidate

We anticipate that 40% of this role will be based at Oxford Hospitals Charity offices at Wood Centre for Innovation, OX3 8SB with the remaining 60% worked from home. Occasional travel to the OUH sites, including the Charity Hub, will also be required.

Will have:

- Excellent written and verbal communication skills with the ability to devise compelling, engaging, on-brand content
- Strong interpersonal skills, enabling confident engagement with a diverse range of stakeholders
- A passion for marketing and a keen interest in utilizing digital channels
- Demonstrated ability to work flexibly and calmly under pressure
- Strong ability to work independently and collaboratively as part of a team, effectively managing a broad workload
- Proficiency in handling a busy schedule with multiple demands on time.
- Proven IT skills including a good working knowledge of Microsoft Office and experience of working with databases.

We offer the following benefits:

27 days paid holiday per year, rising to 29 days after 5 years and 33 days after 10 years, plus 8 Bank Holidays (pro-rata'd for part-time employees)

Pension scheme with an employer contribution up to 6.5%

- Paid Sick Leave after completion of a 6-month probation period.
- Cycle to Work scheme - saving up to 39% on the cost of new bikes.
- Edenred savings scheme – offers and discounted gift cards for money off travel, days out, shopping, eating out, DIY etc.
- Interest Free Season Ticket loans (train/bus travel only)
- Employee Assistance Programme