



Social Media and Marketing Coordinator

Location:	NW London
Salary:	£30K
Benefits:	20 days leave plus bank and Jewish holidays, pension, income protection, life assurance, cycle to work, eye care, EAP, on-site CrossFit style gym plus fitness suite, psychological support, and L & D opportunities.
Hours:	Full time (35 hours)

The key focus of the role will be to facilitate the implementation of CST's social media strategy and assist with general marketing deliverables. The role is part of CST's Marketing Department, which is responsible for producing all of CST's digital and printed material.

Your main responsibilities will include preparing content for social media, assisting with copywriting and editing needs and coordinating campaign content.

Day-to-day, you will work closely with the Brand & Marketing Manager and Social Media Designer, and more generally, every department across CST.

Communicating CST's messages can be complex, nuanced and requires an understanding of the UK Jewish community and challenges that we face.

Main areas of accountability and responsibility

- Lead the delivery of social media strategies
- Prepare content calendars and schedule social media content
- Gather information from within CST to support marketing material
- Manage marketing calendar
- Identify areas for growth on CST's social media networks
- Seek out opportunities for collaboration with relevant social media influencers and develop relationships

The ideal candidate should have

- At least 2 years' experience in a related field and ideally has experience in producing engaging digital content
- Awareness of how social media processes and systems work
- Excellent communication skills and strong attention to detail
- Proactive and results orientated with the determination to see projects through from conception to completion
- Strong team working skills
- Adept at responding quickly to breaking news
- Strong motivation and commitment to the mission of CST
- A flexible approach to work, willing to work beyond 'regular hours' and 'job spec' as required

Applicants must submit their CV together with a covering letter to careers@cst.org.uk, writing 'Social Media & Marketing Coordinator' in the subject heading.

Closing date for applications: 29 February 2024 but may close earlier if a suitable candidate is found.