

# Marketing Assistant

## Job Summary

We are seeking a passionate and driven Marketing Assistant to support the marketing team to help raise funds and promote the hospice and its services.

St Teresa's Hospice Band 2, £22,420.00 per annum pro rata. Actual salary £13,452.00

22.5 hours per week to be worked over 3 days.

Employer: St Teresa's Hospice (independent registered charity)

## Important application info:

Successful applicants are required to provide a basic disclosure. Disclosure expense will be met by St Teresa's Hospice. All posts are subject to a six-month probationary period.

The closing date for this job is: 5 January 2025. This job advert will close as soon as sufficient applications have been received. Please apply for this job as soon as you can, if interested.

Please be aware that we do not have a sponsor licence, and are therefore only able to appoint candidates who are eligible to work in the UK.

## Main duties of the job

The Marketing Assistant is tasked with planning and implementing the charity's marketing activities. This will cover website, email communications, social media and other digital applications.

Please see the job description and person specification for further details.

## About us

Join an organisation where we all work together for a shared charitable goal, based in beautiful grounds with a community feel and an inclusive culture.

Benefits of working for St T's include:

- Training and development opportunities
- Flexible working schemes
- Generous company annual leave, sick pay, and maternity/paternity/adoption pay entitlements
- Choice of pension schemes available
- Opportunities to attend and participate in fun and exciting fundraising and awareness events
- Annual staff workshop and workforce events, including long service awards
- Employee Assistance Programme including free counselling/CBT
- Discounted complementary therapies including acupuncture & massage
- Free eye tests for computer users
- Hospice-based staff are eligible for free annual flu jabs

Please contact HR for further details.

St Teresa's Hospice complies with GDPR during the recruitment and selection process. For information on how we process your data, please see St Teresa's Hospice Recruitment Privacy Notice.

St Teresa's Hospice is a Disability Confident Employer. We are committed to employing and retaining disabled people, and we encourage applications from all sectors of the community.

To apply:

You can apply by downloading an application form from our website and submitting it to [hr@darlingtonhospice.org.uk](mailto:hr@darlingtonhospice.org.uk)

The application form, full job description and person specification is available on our website at

<https://darlingtonhospice.org.uk/work-with-us/> (if it isn't showing yet, please contact us at [hr@darlingtonhospice.org.uk](mailto:hr@darlingtonhospice.org.uk) and we'll send you a copy).

We aim to respond to all applications, however if you apply and are not contacted within a month of your application then please assume that you have not been shortlisted for the role on this occasion.