

Graduate Marketing and Communications Assistant

Medilink Midlands are a not-for-profit membership association for the life sciences industry. We help innovators, from start-ups through to multinational companies, in order to stimulate the growth of the Midlands life sciences sector. We help companies to establish, develop and grow through engagement with our Innovation Advisory team, and facilitate collaboration between academia, clinicians and industry via our extensive events programme.

We are seeking a Graduate Marketing and Communications Assistant who will support the Marketing and Events team with a range of duties, including:

- Adding and updating data on the client database
- Creating and scheduling agreed social media content and email campaigns
- Monitoring social media activity
- Website updates
- Editorial support
- Updating event calendars and listings
- Event support: preparation of event materials and in-person support at events

Working within a small and very busy team, this is an excellent opportunity to gain experience in many aspects of marketing and events and would particularly suit someone with a background and/or interest in the life sciences.

We're looking for an individual with:

- A positive, proactive and methodical approach
- Experience of managing social media channels
- Back-end website management experience (particularly Wordpress)
- Some experience of creating digital marketing materials using Canva or similar.
- Willingness to adapt to a variety of tasks as necessary within a small team.
- Knowledge of life sciences preferred but not essential.

This role will be offered on a fixed-term contract until the end of April 2023. The successful candidate will work 15-22.5 hours per week on an agreed flexible working pattern, Monday to Friday. Salary will be dependent on experience and agreed working hours.

This is a remote-working role, with access to shared working spaces in Loughborough, Nottingham or Birmingham, if required. You may be required to support some in-person events, within the Midlands region. **The position is open to anyone who has graduated within the last 4 years.**

To apply, please send a CV and covering letter outlining your suitability for the role to teresao@medilinkmidlands.com.

Closing date is 5pm on Friday 25th November. Please submit your application as early as possible as the advert may close sooner if the right candidate is found. Interviews are expected to take place in person at our central Nottingham office during week commencing 28th November, with a view to starting asap.