

Content & Brand Manager

What we are looking for:

We are looking for a smart, savvy, can-do marketer ideally from a PR or content agency to help raise our profile and drive new business through the strategic creation and management of our company's content and marketing. The position is broad with the scope for long-term progression and would suit a self-starter with excellent communication skills.

Key skillset includes a strategic, ambitious, creative, detail-orientated, clear-thinking writer who is happy to work on a test-and-learn basis. This role provides exposure to a wide range of duties alongside building relationships with various internal & external stakeholders. As a dynamic team with ambitious growth plans, we are looking for someone who can grow and develop within the business.

The role reports into the Head of Marketing and Director of Business Development (Founder).

Who we are:

Enjoy Education is London's award-winning private tuition and education consultancy. We design, build, and manage tailored education programmes for students of all ages. This involves devising education strategies, scoping curriculums, recruiting tutors, and evaluating programme success on an ongoing basis. Whatever the education need, our focus is on transforming students into happy, lifelong learners, helping them to fulfil their potential both academically and emotionally. A small and sociable team with regular events and an active training programme.

Job title: Content & Brand Manager

Reports to: Director of Business Development (Founder) and Head of Marketing

Compensation: The role is available on a full-time basis including the potential for a 10-month annual contract. Salary in the region of £25 - 33k D.O.E + discretionary bonus.

- Flexible working options available
- 30 days annual leave (including Bank Holidays) plus the option to purchase an additional 5 days
- A charity day per year for employees to take time out of work and volunteer at a charity of their choice

Main responsibilities:

- Manage and deliver all our marketing and new business collateral needs from our weekly newsletters to website management, to opportunistic/partnership content, campaign creation and seasonal marketing campaigns.
- Management of all relevant award entries alongside the senior client team and work with our Head of Marketing to deliver our social, content and PR plan.
- Overseeing the BD and marketing monthly processes to ensure smooth running including:
 - Ensuring all meeting actions are completed on a timely basis
 - Accurate tracking and timely reporting of all relevant initiatives
 - Providing meaningful reports on key data metrics
- Working with Director of BD, who is also our Founder, creating content and assets for specific projects and campaigns to expose and amplify the brand, drive the BD function, and grow the business.
- Responsible for managing the Founder's online brand presence to ensure strong cohesion and representation across the relevant platforms including Twitter, Facebook, LinkedIn etc.



Essential experience and skills:

- Experienced writer
- Highly organised and proactive – you're a problem solver
- Proven track record of content creation across all formats
- Ability to act independently and often without direct supervision
- Demonstratable experience of project management
- Strong commercial awareness
- Quick learner and ability to prioritise effectively, providing regular updates to relevant parties
- Excellent interpersonal, communication and presentation skills, inc. professional phone manner
- Strong EQ
- Exceptional attention to detail
- Strong IT skills on all Office functions (Outlook, Word, Excel, PowerPoint)
- Ability to handle confidential data with the utmost discretion

Your personality:

- Spirited, full of energy and drive
- Lateral thinker
- Willing to adapt and be flexible
- Ambitious – for yourself and the company
- Excellent communicator
- Happy disposition, friendly and down-to-earth
- Calm under pressure
- Can do attitude
- Team player

Applicants should contact hello@enjoyeducation.co.uk including a copy of their CV and a cover letter, highlighting their suitability for the role, relevant experience, and interest in joining the Enjoy Education team.