

SCHOOL MARKETING CO-ORDINATOR (School of Science)

REQ230226

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Grade 5

Job Purpose

Working with the School Marketing Officer to support the operational delivery of the School of Science marketing and communications plan and associated campaigns across student recruitment (undergraduate and postgraduate), research and innovation. As part of the Marketing and Advancement team, the post will be responsible for co-ordinating all marketing activity and supporting at key marketing and recruitment events.

A key aspect of the role will focus on digital content creation including writing engaging web and social copy, video, photography, digital assets, email marketing, ongoing website updating and online paid activity. The post holder will also be responsible for identifying and following up on case study leads.

Job Duties

Project coordination

- Support the School Marketing Officer with delivering School based marketing and communications activities as instructed, ensuring co-ordination and alignment with central activity.
- Plan, implement and report back on digital marketing campaigns as directed to drive lead generation and conversion across paid, owned and earned media.
- Assist with the production of all School of Science marketing collateral to deadline and within budget.
- Utilise market research in conjunction with the Market Research team and where appropriate, organise market research (focus groups, online surveys) and undertake desk or competitor research as directed.
- Be responsible for investigating, co-ordinating, booking and evaluating potential advertising opportunities.
- Co-ordinate conversion calling campaigns and web chats as required for prospective students across all markets (UK, EU and International).
- Develop effective working relationships with key stakeholders within the School and colleagues across the wider Marketing & Advancement team including ongoing liaison, co-ordination and sharing of best practice with central and School Marketing Co-ordinators and Officers.

Content creation (digital and print)

- Research and identify leads within the School for the basis of producing copy. Pro-actively work with School and central colleagues to gather and create ongoing School content including accolades, statistics, key messages, School news, PR material, case studies and profiles for existing students, alumni, staff, researchers, partners and key stakeholders for use across digital and print.

- Working with the Digital and Creative teams, co-ordinate digital content generation through photo and video shoots and produce digital and other marketing assets for social media and other communication channels.
- Use the University's web content management system to update School web content and ensure the web presence is engaging, accurate, contemporary, and continually market led.
- Work with the Digital Team to optimise website and landing page content for search engines, increasing the School's visibility to potential students and other key stakeholders.
- In collaboration with the Digital team, manage the School of Science social media profiles and presence across a range of channels, by creating and posting added value School-focused content to increase engagement.
- Create and deliver targeted emails at relevant points within the recruitment cycle to convert enquirers, applicants and offer-holders using the CRM system.
- Support the School Marketing Officer in the School of Science with elements of the hard copy and online prospectuses and any associated physical marketing collateral, e.g., brochures.
- Write engaging, dynamic, relevant, and accurate marketing copy appropriately targeted to each market segment or stakeholder and ensure consistency with brand guidelines and central content.
- Proactively seek out, create and promote content about the School's research and innovation activities to enhance the reputation of the School of Science.

Other

- Report back on all campaign performance metrics on a regular basis and use data to refine activity in real time to drive applications and conversions.
- Monitor marketing spend and ensure value for money is achieved through economies of scale and use of best practice.
- Maintain accurate records of marketing spend including raising purchase orders as appropriate.
- Support with marketing and recruitment events for the School at physical and virtual open days, visit days, fairs and other marketing events as required.
- Ensure compliance with relevant legislation such as GDPR and CMA.
- As part of Marketing and Advancement, the post may occasionally be required to work on wider projects at University level.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity Policy and Procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University Policies/Procedures.

Successful completion of probation will be dependent on attendance of the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports directly to the School Marketing Officer. The role is centrally line managed but is primarily locally based within the School of Science.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage	
Experience	Experience of working in a marketing role creating content and assets across print, web and digital	1,2,3	
	Experience in the organisation and delivery of events or exhibitions	1,3	
	Experience of commissioning photography and video	1,3	
	Experience of working as part of a team with a variety of staff at different levels	1,3	
	A sound understanding of digital marketing including organic, paid search, paid social, and use of new digital technologies	1,3	
Skills and abilities	Excellent organisational, interpersonal and negotiating/communication skills	1,3	
	A range of marketing and communication skills, including digital/social marketing	1,3	
	Strong copywriting and proof-reading skills	1,2,3	
	Ability to prioritise own workload, use initiative and manage multiple deadlines	1,3	
	Self-motivated, proactive, enthusiastic, adaptable and creative	1,3	
	Excellent attention to detail and a proven track record of producing high quality marketing materials	1,2,3	
	Customer-focused approach and data driven	1,3	
	Proficient in Microsoft Office, including Word, Excel and PowerPoint skills	1,2,3	
	Training	A willingness to undertake further training as appropriate and to adopt new procedures as and when required	1,3
	Qualifications	Educated to at least A-level standard or equivalent	1
Other	Commitment to observing the University's Equal Opportunities Policy at all times	1	
	Understanding and experience of adhering to relevant legislation such as GDPR and CMA	1	
	Willingness to work occasional out of hours (evenings and weekends) as required	1	

Desirable Criteria

Area	Criteria	Stage
Experience	Experience of working in Higher Education or a complex organisation	1,3
	Experience of running digital marketing campaigns and measuring performance	1,3
	Experience in carrying out and analysing market research	1,3
Qualifications	First degree or equivalent	1
	Marketing qualification or working towards e.g. CIM	1

Conditions of Service

The position is full time, open-ended. Salary will be on Administrative Grade 5, at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>