



Data and Digital Marketing Assistant (Kickstart placement)

Hours: 25 hours per week

Hourly Rate of Pay: £9.50 (Living Wage)

This is a [Kickstart](#) opportunity – so it's only open to young people aged between 16-24 who are currently unemployed and claiming universal credit.

To apply, you must speak to your JobCentre Plus work coach.

We are looking for a Data and Digital Marketing Assistant to join us for a 6 month placement from May - November 2021.

Job Description

Key tasks

- Supporting the development and implementation of Evolve Music's marketing strategy
- Inputting data from community music events into MS excel/google sheets.
- Inputting tracking data from social media and marketing activities into MS excel/google sheets.
- Populating social media channels with relevant and appropriate content (inline with Marketing & Communications plan).
- Updating Evolve Music's website
- Populating third party listing sites and channels with relevant and appropriate content (inline with Marketing & Communications plan).
- Working with the team to identify suitable online content opportunities.
- Promoting and providing support at Evolve Music events as and when needed.

Evolve Music

Registered Office: Ground Floor, 11 Manvers Street, Bath, BA1 1JQ

info@evolvemusic.co.uk

Registered Charity No. 1171391

Essential skills, experience and qualifications

- Knowledge and understanding of MS Excel/Google Sheets.
- Experience of social media channels and web analytics.
- Good literacy and numeracy skills.
- Good verbal communication skills.
- An interest in community arts.

Support you will receive

- A personal development plan with training identified.
- Weekly supervision sessions with the line manager.
- Developing specific skills in terms of CV writing and interview coaching.
- Signposting to HE/FE or work based training courses as and where appropriate.
- Mentor from board or senior management team.
- Access to group sessions with other Kickstarter placements.

Deadline to Apply

Friday 30th April 2021 by 5pm

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