



*Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.*

*Avita Pro Fide !*

*The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Role title:</b>	<b>Digital Marketing Graduate</b>		
<b>Reporting to:</b>	<b>Director of External Relations</b>		
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A levels, or equivalent</li> <li>A good academic record</li> </ul>	<ul style="list-style-type: none"> <li>Post-university student</li> <li>GAP year student</li> </ul>	Production of the Applicant's certificates
<b>Experience</b>		<ul style="list-style-type: none"> <li>Experience in a customer focused or education environment</li> <li>Experience editing and updating websites</li> <li>Old Edmundian</li> <li>Understanding of the nature of Catholic Education in the Independent Sector</li> </ul>	Contents of the application form Interview Professional references
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent IT skills.</li> <li>Excellent knowledge of social media including Facebook, Twitter, LinkedIn.</li> <li>Friendly and personable.</li> <li>Be diplomatic, discreet and able to maintain confidentiality.</li> <li>Have a good sense of humour.</li> </ul>	<ul style="list-style-type: none"> <li>An interest in digital marketing, PR and administration.</li> <li>An interest in photography/videography.</li> </ul>	Contents of the application form Interview Professional references
<b>Customer Care</b>	<ul style="list-style-type: none"> <li>Willing to attend Open Days and other School events outside normal School hours including occasional weekends (for which time is given in lieu)</li> </ul>		Contents of the application form Interview Professional references
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care and management</li> </ul>		

***The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.***

***We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.***