

Marketing Coordinator

Department	Commercial Dept	Start	Jan 2025
Location	Lutterworth/Hybrid	Reporting to	Head of Marketing
Hours	37.5 Hours per week Mon-Fri (9am-5pm)	Salary	£25,000

About the Role

There has never been a more exciting time to work in the energy efficiency industry, and Elmhurst is leading the way as the UK's largest training and accreditation provider for Energy Assessors. We are currently seeking a talented individual to join our dynamic marketing team.

Marketing plays a vital role in our organisation's success as we strive to communicate the highest level of professionalism and quality to our stakeholders.

As the Marketing Coordinator, you will play an integral role in supporting and driving marketing initiatives across Elmhurst. You will work closely with our team to promote our members, training, accreditation schemes, and software.

What can I expect to do in the role?

- Effectively manage and organise Elmhurst's regional and national conferences, as well as external events we which Elmhurst Exhibit at.
- Manage marketing campaigns and related collateral- using channels such as web, social media, email and ppc
- Create accurate and engaging communications to members and potential customers
- Support with the maintenance of website and social media channels.
- Take the lead in managing internal video production and photoshoots
- An efficient point of contact between internal stakeholders and the Head of Marketing
- Assist the Head of Marketing and Marketing Executive in preparing reports which support marketing activity and demonstrate success of campaigns

About you

Elmhurst is a great place to work for those who are passionate about making a positive impact on the world while working in a supportive and collaborative environment. People are what make us great. It is the drive and commitment of our people that creates our success, which is why we focus on recruiting and developing the best talent.

For the Marketing Coordinator role we are seeking an individual who is truly passionate about marketing and possesses a strong 'Can-Do' attitude. Our ideal candidate will have an exceptional eye for detail and a drive to go the extra mile to ensure the success of our initiatives

If you are marketing professional who wants to take the next step in your career or fancy stepping into a new and exciting industry, then we encourage you to apply for this exciting opportunity with Elmhurst.

Our Ideal candidate will have:



- ✔ A Minimum of 1-3 years Marketing experience
- ✔ Proficient/experienced in event management, as well as digital marketing, email marketing and social media
- ✔ A proven multi-tasker with excellent communication and organisational skills
- ✔ A keen eye for detail

Preferred (but not essential) skills and qualifications:



- ✔ Bachelor's degree (or equivalent) in marketing, advertising, or communications
- ✔ Familiarity with email marketing platform, and WordPress
- ✔ Working knowledge of Adobe Creative Cloud programs including, Premiere Pro for video creation and photoshop/illustrator for photo/literature editing.