



**22 CENTURY**  
DESIGN & MARKETING

# PART-TIME SOCIAL MEDIA EXECUTIVE

## SALARY:

£11.00 - £14.00 an hour  
(dependent on experience)

## JOB TYPE:

Part-time (16 hours per week)

## BENEFITS:

Remote working with flexible  
hours available

## EXPERIENCE:

Diploma level within Marketing or Design | 2 years  
experience within Social Media Marketing

## JOB DESCRIPTION:

A new Social Media Executive position is now open at 22 Century Design & Marketing. This will be a dynamic and hands on role within this quickly developing company. 22 Century Design & Marketing mainly focuses on providing digital marketing and design solutions for their clients through the medium of Social Media, online Marketing techniques, traditional Graphic Design and Web Design.

This Social Media Executive position has been created to establish and maintain our ongoing highly regarded digital services through the use of social media platforms, such as; Facebook, LinkedIn, Instagram & Twitter for our long-standing UK client base. You will be responsible for creating content and managing the content calendar for our clients whilst aligning visuals to each established brand. You will also be tasked with small scale Graphic Design projects along with collaboration on Marketing tasks.

The Social Media Executive will be a key player in the current structure and work with the Director and Lead Designer to maintain and develop our current service offering. We're looking for a confident and creative individual, who is not afraid to present new ideas to their line-manager. The individual should have a strong commercial awareness in order to make an impact with the ability to respect established brand, as well as communicate well both in writing and verbally.

The applicant must be experienced and fluent with Adobe software, as well as task management and CRM tools, such as; Trello, HubSpot, MailChimp etc.

## KEY RESPONSIBILITIES:

- Working alongside the Director & Lead Designer to carry out Social Media tasks, along with occasional Marketing and Graphic Designing requirements
- Writing content and maintaining clients content
- Managing audience engagement and channel performances and monitoring KPI's
- Ensuring that you meet the marketing objectives assigned to you whilst working remotely
- Creating effective and visually appealing campaigns whilst demonstrating commercial thinking
- Collaboration on content as well as contribute with marketing and design ideas
- Must be fluent in Social Media technologies and be able to work on a variety of projects at once

## ADVANTAGEOUS SKILLS:

- Social media paid advertising experience
- Video productions for Social Media shorts and reels
- Email marketing experience
- Working understanding of basic GDPR requirements

## WHAT WE ARE LOOKING FOR:

We are looking for a creative individual who is seeking the freedom of flexible part-time hours, who will develop the role and be instrumental in helping to drive the service offering forward. You will be confident with marketing systems, task management, social media and digital marketing. Must be organised, proactive and be able to work independently. We request that you are able to demonstrate success within previous digital marketing positions or experience. Excellent communication skills both written & verbal, to ensure the high standards of our services are maintained in everything that you do. This role is part-time and is a remote working role.