

Title: Digital Marketing Assistant

Organisation: The Fraser Centre Community Trust (FCCT)

Location: The Fraser Centre Community Trust, 3a Winton Place, Tranent, East Lothian, EH33 1AF

Reports to: Centre Manager

Hours: To suit both parties

Position type: Voluntary

The Organisation: FCCT is a registered Scottish Charity SCO43597. The Trust opened a new community hub in November 2019, completing our capital project to rebuild the former Winton Cinema into a modern community hub for learning, development, arts & entertainment.

The hub will feature a vibrant programme of events and activities; a vibrant café; and rooms to let and hire.

The Trust is growing fast and we need your help to tell everyone about our opportunities and the work that happens in the centre for the community: from activities aimed at babies to the elderly and everything in between.

Duties & responsibilities: Are you interested in Marketing? Would you like to develop your skills in a broad range of Marketing channels whilst volunteering with a local charity?

This is an exciting opportunity for someone keen in developing a career in Marketing to be a part of the new Fraser Centre from the very beginning in our new venue.

The Fraser Centre Community Trust is launching a new website to showcase our facility, events and opportunities and latest news. This is an exciting time for the Trust with the new build, expanding community programme and a new website for you to manage the content of.

This post is responsible for, but not limited to:

1. Planning marketing content, developing Marketing channels and Strategy to engage with existing supporters, partner organisations, and attract new supporters.
2. Working with the Centre Manager to promote the work of The Fraser Centre Community Trust and our partners.
3. Update content to our marketing channels including: www.thefrasercentre.com; facebook, twitter, youtube, mailchimp.
4. Analyse reactions to posts/content.

Skills, Qualifications & Experience

No previous experience or qualifications are required but you must be enthusiastic and creative with a passion for community and marketing.

We would expect the candidate to have basic IT skills and a knowledge of social media channels.

To Apply: To apply please send your CV with a cover letter to the address below detailing why you are the best candidate for the position.

David Orr
Project & Development Manager
The Fraser Centre Community Trust
3a Winton Place
Tranent,
East Lothian
EH33 1AF

Or email david@thefrasercentre.com

Application deadline: Monday 24th February

Interview dates: Week beginning 2nd March

Start date: Immediate start

Interview process: Interviews will be held at The Fraser Centre. References will only be used if you are selected for an interview.

Appointment, Training, Notice

There will be a three month probationary period at the end of which a progress meeting will be held with your line manager.

