

**Employer: Karbon Homes**

**Vacancy: Communications and Marketing New Start**

**Hours: Flexible up to 30 hours**

**Salary: £11.44 per hour (national living wage)**

**Working pattern: Flexible depending on hours but between Monday – Friday**

**Location: Gosforth office for the first 6-8 weeks with some home working options after that.**

**Number of vacancies: 1**

## **Job Summary**

If you're a go-getter with a knack for storytelling and a passion for making a difference, then we have the job for you!

We're on the lookout for an enthusiastic and creative individual to join our team as a Communications and Marketing New Start.

As a member of the Communications and Marketing Team, you'll be collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the Karbon values, brand and reputation.

The role involves:

- Providing support to the Communications and Marketing Team on a range of activity for our internal, customer and stakeholder audiences
- Learning how to create compelling and engaging content and gain an understanding of a variety of offline and online communications channels
- Assisting in the production and distribution of printed materials, tracking progress on jobs, managing stock levels and providing progress updates Supporting in the updating of our internal and external communication channels
- Assisting with the updating of our media assets library
- Assisting with the monthly evaluation of all communications and marketing activity
- Liaising with suppliers and agencies, ensuring that projects are delivered on time and on budget
- Provide day to day support to the Communications and Marketing Team and assist with projects, initiatives and other tasks as required

## Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Good communication skills
- A commitment to own learning and development
- Ability to work well as part of a team
- Good attention to detail
- Excellent time management and multi-tasking skills
- Excellent ICT skills, comfortable using various technology and applications
- Able to work to deadlines
- Role model the Karbon vision, values and purpose