

Are you looking for an opportunity to progress and earn while you learn? We have an exciting and invaluable opportunity for a Business Administration to join our diverse and friendly Marketing Team. The Role As our Apprentice, you will have the opportunity to undertake a 12-month training programme working towards an Apprenticeship in Business Administration at Level 2 or Level 3, working specifically within the Marketing Team. The post holder will join the College during an exciting period of our development, supporting the team on ensuring all Marketing and student recruitment activity is well informed, targeted, monitored and evaluated. This role will support the Marketing team in delivering impactful campaigns online, assisting in the content marketing strategy for websites, social media and staff and student portals. At the end of this contract, you will have obtained a formal qualification in Business Administration experience of working in a marketing environment, a continuing professional development (CPD) portfolio and an employment reference. The Person Working closely with the marketing team you will provide excellent customer care to the stakeholders of the college, acting in a professional and courteous manner and maintaining confidentiality at all times. The successful post holder will embrace/engage and proactively ensure accurate/up to date information/adhering to the SLAs of the Team/Department thus providing the stakeholders the expected outcome of their requests/delivery of the service. Hours: 37 hours per week Tenure: Fixed-term for 12 months (with 3 month reviews) Salary: £4,199 - £9,000 per annum Closing Date: 08 April 2019