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**Job Description**

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| **Job title:** | PR/Marketing Intern |
| **Location:** | Landau Ltd. Tan Bank, Wellington, Telford |
| **Responsible to:** | PR/Marketing Assistant ( Internship Position) |
| **Responsible for:** | Assisting the Marketing Officer with Social media and general marketing duties |

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| **Job purpose**  To provide general marketing support by assisting the marketing officer covering a number of duties including social media |

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| **MAIN DUTIES** | |
|  | Assist with the production of marketing materials and literature |
|  | Produce timely, relevant and accurate social media posts |
|  | Coordinate the production of a wide range of marketing communications |
|  | Assist with the collation of information for promotional aids |
|  | Coordinate interesting copy for the website |
|  | Updating and maintaining marketing departments documentation and databases |
|  | Manage events, booking venues and ordering materials and equipment |
|  | Act in a professional manner at all times, ensuring that Landau is presented in a positive manner. |
|  | Take opportunities for CPD as available and required |

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| **OTHER** | |
|  | To contribute to team and departmental meetings as required |
|  | To promote the charity in a positive and professional manner |
|  | To provide support to Organisational staff and the Landau CEO as required |

Post holder may be required from time to time to undertake other duties, not specifically mentioned in this job description, but within levels of their salary scale

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| **Prepared By:** | Carole Moreton  HR Officer |
| **Date:** | November 2018 |

The Company reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the Company’s business.