

Essential criteria

Marketing and Communications Executive – fixed term contract to cover maternity leave

- Passion for the vision and mission of Quartet Community Foundation
- Track record of raising the profile of an organisation
- Knowledge of key media across the West of England
- Current experience of using all forms of media and marketing to target our key audiences effectively with limited resources
- Excellent written, verbal and listening skills enabling you to communicate effectively with diverse audiences
- Good Indesign and WordPress skills
- Proven ability to brief and work with external design/print agency
- Ability to work at a fast pace whilst maintaining accuracy
- Ability to work independently as well as part of a small staff team
- Availability from 26 June 2017 to provide maternity leave cover, 20 hours per week ideally spread over 5 days