



NORFOLK WILDLIFE TRUST

POST: Marketing and Campaigns Officer

1. The post of Marketing and Campaigns Officer

The Marketing and Campaigns Officer will join the PR and Communications team, supporting the Senior Marketing and Campaigns Officer in delivering creative and effective marketing and communications plans to achieve the Trust's objectives.

This role will support Norfolk Wildlife Trust in reaching a variety of new and existing audiences, using a range of offline and online tools with a focus on income generation and engagement targets.

The post-holder will be based at Norfolk Wildlife Trust's headquarters at Bewick House, 22 Thorpe Road, Norwich, Norfolk, NR1 1RY, with scope for hybrid working considered.

This is a permanent, full-time (5 days/35 hours per week) role with an annual salary range of £24,500 - £26,000. Core hours of work are 9am-5pm with a one-hour unpaid lunch break. Part-time hours or a variation to this working pattern will be considered for the right candidate.

Norfolk Wildlife Trust offers the following benefits:

- 8% employer contribution to Aviva pension (2% employee minimum)
- Group income protection and death-in-service benefits (for pension members)
- Employee Assistance Programme
- Enhanced maternity, paternity and adoption policies
- Learning days
- All staff are eligible for free admission to our nature reserves and visitor centres

Annual leave starts at 25 days paid holiday (which is inclusive of a three-day office closure at Christmas) per annum in addition to statutory holidays. Annual holiday allowance is increased by one additional day per year for each year of service, up to a maximum of 30 days in total.

2. Application procedure

Candidates should apply by sending a copy of their CV, giving full details of their education, employment and experience. Please also supply details of two referees. When applying, please also include a statement of application outlining why you consider yourself suitable for the post and the experience, skills, and attributes you have that will enable you to fulfil the requirements of the job. It will help the selection panel if you refer to the duties and requirements of the job description as part of your statement.

Completed applications should be marked 'Private and Confidential' and emailed to recruitment@norfolkwildlifetrust.org.uk or posted to Recruitment Applications, Norfolk Wildlife Trust, Bewick House, 22 Thorpe Road, Norwich, NR1 1RY.

The closing date for receipt of applications is 5pm on Monday 7th October 2024. Applications received after this time will not be considered. First interviews are likely to take place on Monday 21st October 2024.

We regret that we are unable to reply to all applicants. We will only contact you if you have been selected for an interview. If you have not heard from us by Friday 25th October 2024, you should assume your application has not been successful on this occasion.

Thank you for your interest in the Trust. Good luck with your application!

Norfolk Wildlife Trust - September 2024