



Vacancy for Marketing Assistant

for the Common Ground in Sacred Space Development Project

Job Title:	Marketing Assistant
Location:	St Nicholas Cathedral, Newcastle upon Tyne
Contract:	Initially for a fixed term contract of 14 months. Subject to our being successful in the Heritage Lottery Fund (HLF) Round 2 application, the post could be extended for a further fixed term of three years. It will be subject to a three month probationary period.
Hours:	2.5 days per week
Salary:	£20,138 (pro rata) per annum

The Development Phase of our project, Common Ground in Sacred Space, is now in the process of getting under way and we are looking for an enthusiastic individual looking for an opportunity to be in right at the beginning of an exciting development project which will fundamentally change Newcastle Cathedral both physically and in how it is used. Our ultimate aim is to become more relevant to our city, increase our civic engagement and in so doing, ensure our survival and a secure and resilient future.

The successful candidate will be highly organised and enjoy being a key part of an effective marketing team to optimise opportunities and provide support in all aspects of the delivery of marketing and communications relating to the Common Ground in Sacred Space project. She or he will be highly skilled at the creation and delivery of digital content (social media, website, and e-marketing campaigns), and demonstrate a high level of design skill and creative writing abilities. The role requires someone with initiative who is able to get on with the job without the need for close management.

Closing date for receipt of application forms: 12 noon, Monday 2nd October

Interview date: Tuesday 17th October 2017

Preferred start date: Wednesday 1st November 2017

Completed applications to be emailed to: office@stnicholascathedral.co.uk

For an informal chat about our Marketing Assistant position, please contact Catherine Mair, Head of Marketing and Communications, on 0191 232 1939.