



## **Marketing and Events Officer – 1-Year Fixed Term Contract – 36 hours per week**

**Salary £27,009 - £30,063 per annum depending upon current salary, skills & experience**

Westminster City Council is committed to creating a City for All where people are born into a supportive and safe environment, grow and learn throughout their lives, build fantastic careers in world-leading industries. Westminster Adult Education Service is the City Council's adult education service and the largest local authority adult education service in London and one of the largest nationally.

We provide life-changing learning opportunities for our learners through our qualification courses, apprenticeship programmes and extensive community-based provision. We work to adapt to the changing needs of our communities – resulting in a dynamic atmosphere where ambition, diversity and creativity are celebrated. We are on our journey to outstanding and want someone who shares our vision of attaining excellence to join our passionate and highly skilled leadership team.

If you want to join an organisation that makes a difference in people's lives, we want to hear from you.

A basic DBS is required for this post.

### **The Role**

To support the Marketing team to manage the organisation's digital social media and business channels with frequent, relevant, and engaging updates.

Work as part of the wider Marketing team to produce and design leaflets, brochures and other promotional materials related to the service.

Support the Marketing team in planning and co-ordinating the event management of the organisation's annual Learner Awards ceremony, termly open day events and VIP events.

### **What We Offer**

We are passionate about our aim to be an inclusive workplace for all that reflects the communities we serve, and we believe everyone is valued.

We particularly welcome applicants from underrepresented backgrounds, including BAME, LGBTQ+ and those with hidden or visible disabilities.

The Service offers a competitive salary, employment benefits including a public sector pension scheme, generous holiday allowance and opportunities for Continuous Professional Development.

Please quote ED/WAES/2019 in all correspondence for this role.

To apply please download the Job Description and then complete the Application Form and EO Monitoring Form from our website [www.waes.ac.uk/vacancies](http://www.waes.ac.uk/vacancies)



Please ensure you address all the role and person criteria when completing your supporting statement.

When you have completed your application, please email it back to [recruitment@waes.ac.uk](mailto:recruitment@waes.ac.uk)

**This post may close early if suitable applicants apply before the closing date and are interviewed.**

CVs will not be accepted for this post.