



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier KS26DF4DCF

Job Placement title Creative Marketing Assistant (Business Development)

Company name Garrett Creative Ltd

Job Placement summary (Outline of the job description including key responsibilities and detail of the skills the young person will develop. Please provide as much detail as possible Please do not use bullet points)

Garrett Creative is an independent design studio and creative agency based at the Future Leap in Bristol; the UK's first carbon natural business hub. We partner with forward thinking organizations and non-profits to support a range of design and creative activity across branding, web design and marketing.

Our clients include a diverse array of interesting businesses, ambitious entrepreneurs and disruptive start-ups. We also believe in using our creative skills to enable our heroes in the third sector; whether that's to support their fundraising campaigns, provide resources that they do not have internally or simply to help them bring about positive social change.

We are looking for an enthusiastic, passionate and creative individual to join our team for this newly created role. You will work under the direction of the Creative Director to help deliver the company's strategic growth plan and marketing goals. This will involve:

Creation of inspiring and informative content for our marketing channels including digital design, photography and video content. Talking to and meeting clients to further relationships with them. Identifying opportunities to grow the business with both existing and new clients. Supporting our agency partners and content marketing strategy with creative content and administration. Delivery of our social media campaigns, email campaigns and the development of new marketing channels under the guidance of the Creative Director. Supporting the creation of bids, tenders and client proposals.

As and when required you will also be supporting the wider business with administrative tasks such as database management, website updates and the maintenance of our sales channels.

Salary and benefits: National Living Wage, 20 days holiday (pro-rata) + bank holidays, access to training materials tailored around your career development goals, 1-2-1 mentoring with our Creative Director, involvement in a range of interesting and challenging projects, a fantastic working environment at the Future Leap Hub in Bristol (with complimentary hot drinks and discounts on an amazing range of food), and the opportunity to attend sustainable networking and educational events.

Essential skills, experience and qualifications (please do not use bullet points)

A bachelor's degree (or equivalent qualification) and professional experience in digital marketing, business development and sales.

The ability to work under pressure to meet revenue targets and deadlines.

Exceptional attention to detail and the ability to fully understand and implement creative briefs, brand guidelines and instructions from the leadership team.

Experience in the Adobe Creative platform for artwork and design. The ability to create inspiring and professional content; digital, photography and video. Expert in social media. Excellent communication skills. Good writing skills. Knowledge of SEO and WordPress is advantageous.

Ability to manage your own time effectively, prioritizing critical tasks and adapting to the changing needs of the business. Team player with a can-do attitude. Self-starter and independent worker bursting with new ideas



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Job category (DWP use only)

Number of hours per week 30 hours

**Working pattern and
contracted hours** (including
any shift patterns) 9:30am - 6:00pm (Monday to Thursday)

Hourly rate of pay National Living Wage

Details of employability support (training opportunities/mentor)

Future Leap (Gateway organisation) has partnered with Weston College in order to access their Kickstart Plus programme. All Kickstarters will therefore receive employability skills training, see pdf

Closing date for applications: 31/07/21