



## Marketing & Communications Officer

**Company:** Compass Consult (Employability & Skills) Ltd

**Reporting to:** Managing Director

**Salary scale:** £28,000-£32,000

**Location:** UK home based

**Contract:** Full-time (35 hours per week) (flexibility as required)

### About Us

Compass Consult (Employability & Skills) Ltd is a values-led company, supporting organisations to navigate the landscape of devolution, through high-quality employability, skills, change management and workforce development solutions, across the public, private and third sectors.

### The Role

As we continue to grow, we're looking for a Marketing & Communications Officer to help strengthen our brand, manage campaigns, and tell our story clearly and creatively across digital channels.

This is a hands-on, creative role for someone who enjoys juggling content, campaigns and communications. You'll play a key part in managing our social media presence, supporting marketing campaigns, and helping ensure our messages are consistent, engaging and aligned with our mission.

## **Key Responsibilities**

### **Social Media & Digital Content**

- Manage Compass Consult's social media channels, primarily LinkedIn
- Plan, create and schedule engaging content aligned to campaigns and priorities
- Write clear, professional copy for employability, skills and public-sector audiences
- Monitor engagement and performance, providing insights and recommendations

### **Campaign Management**

- Support the planning and delivery of marketing and communications campaigns
- Coordinate campaign activity across digital channels, email and events
- Track campaign timelines, outputs and results
- Ensure consistent messaging across all materials

### **Communications & Brand**

- Support development of marketing materials including presentations and digital assets
- Maintain brand consistency across all communications
- Draft newsletters, announcements and stakeholder updates
- Support website content updates

### **Events & Stakeholder Engagement**

- Support promotion of events and sector activity
- Produce post-event communications and content

- Liaise with external partners where required

## Skills & Experience

### Essential

- Experience or strong interest in marketing, communications or social media
- Excellent written communication skills and attention to detail
- Confidence creating content for professional audiences
- Strong organisational skills and ability to work independently

### Desirable

- Experience in employability, skills, education or public-sector environments
- Familiarity with analytics and content scheduling tools
- Basic design skills (e.g. Canva)
- Experience supporting campaigns or events

## Why Join Us?

You will work closely with senior leadership in a purpose-driven organisation, making a tangible impact on employability and skills policy and outcomes across the UK

We offer a competitive salary, opportunities for personal development, including fully-funded accredited qualifications, 3 annual volunteer days, 30 days annual leave (plus Bank Holidays), private healthcare and life insurance.

## Equality, Diversity & Inclusion

Compass Consult (Employability & Skills) Ltd is committed to equality of opportunity. We welcome applications from all sections of the community and actively promote inclusive working practices.