

Job Title: Digital Marketing & Communications Assistant

Location: Based at Ashton Keynes, near Cirencester (Hybrid working available)

Reports to: Head of Strategy and Communications

Contract Type: Part-time 0.6 FTE

Salary: £26-28K FTE pro rata

Closing Date: 5pm Monday 14 July 2025

About UKESF

The UK Electronics Skills Foundation (UKESF) is the UK's leading organisation dedicated to addressing the skills shortage in the Electronics sector. We work with industry, universities, and schools to inspire and support the next generation of Electronics Engineers. This is an exciting opportunity to join a small, passionate team making a national impact.

Role Overview

We are seeking a proactive and creative Digital Marketing & Communications Assistant to support the delivery of our communications strategy. This role is ideal for someone with strong writing skills, a keen eye for detail, and a passion for digital content. You will work closely with the Head of Strategy and Communications to help raise the profile of UKESF and its programmes across multiple platforms.

Key Responsibilities

- Keeping the UKESF website up to date using WordPress
- Managing and growing our social media presence
- Developing engaging content and thought-leadership pieces
- Producing, sending, and analysing email newsletters
- Coordinating marketing support for events and outreach activities
- Supporting the development of branded outputs and digital assets
- Assisting the team with tone of voice and writing for different audiences
- Identifying and implementing opportunities to reach our audiences via new digital channels

Person Specification

- Have robust writing skills to develop content such as news items, blogs, and programme information
- Be able to generate ideas and concepts for content and thought-leadership pieces that promote UKESF and the Electronics sector

- Possess excellent organisational skills and the ability to provide support for multiple different programmes and projects
- Be comfortable working in a fast-paced environment and supporting colleagues to meet deadlines
- Have working knowledge of digital marketing tools, including CMS (e.g. WordPress), email marketing software (e.g. Campaign Monitor), and social media platforms
- Be confident in interpreting performance data and making recommendations for improvements
- Be passionate about continuous improvement and committed to UKESF's mission
- Understand how to apply brand guidelines across various outputs, from social media to presentations and reports
- Show initiative and work effectively as part of a collaborative team
- Be flexible and willing to support a range of marketing activities as needed

What We Offer

- A flexible, supportive working environment
- The opportunity to make a real impact in STEM education and skills development
- Hands-on experience across a wide range of digital marketing and communications activities
- A chance to grow your skills and contribute to a meaningful cause

How to Apply

Please send your CV and a short cover letter outlining your interest in the role to info@ukesf.org by 5pm Monday 14 July 2025. If you would like more information please contact Fiona Fry, Head of People via email fiona.fry@ukesf.org.

For more information about UKESF and our work, visit [UK Electronics Skills Foundation](https://www.ukesf.org).