

Marketing & Communications Coordinator

UK Electronics Skills Foundation (UKESF)

About the UKESF

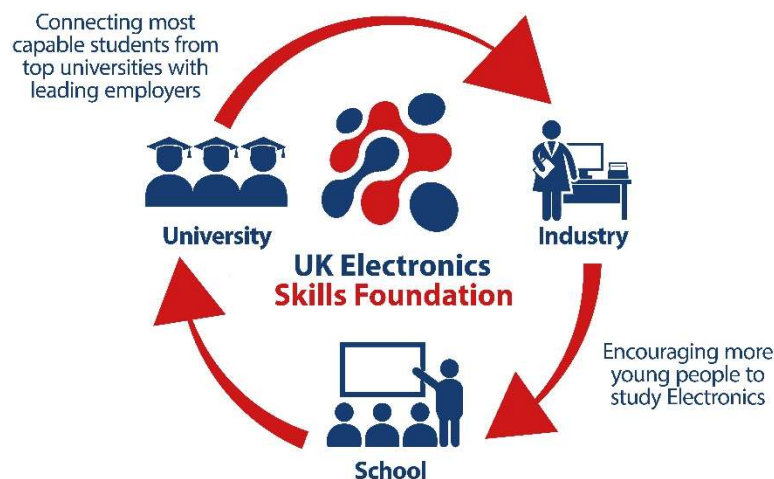
The UK Electronics Skills Foundation (UKESF) is a small, national, charity with its administrative office in Ashton Keynes. The UKESF ensures that more schoolchildren are aware of Electronics and the opportunities available, helping them to develop their interest through to university study. We connect the most capable Electronics students at top UK universities with leading employers. See our website for more information (www.ukesf.org).

About the Job

We are looking for an enthusiastic person, with excellent communications skills, an interest in web content, social media and promotional writing, to support the UKESF in the creation and delivery of regular communications and campaign activity. A fixed term, 12-month position with some flexibility, between 16 and 25 hours a week. It is likely to be a hybrid of home and office work.

Type of work involved

- Promote the UKESF to diverse audiences, to increase awareness amongst external stakeholders
- Develop marketing collateral and execute our communication plan
- Prepare and distribute the Foundation's Annual report
- Write newsletters, social media posts and web content
- Produce content and assist with the writing of fundraising and other proposals
- Scan the horizon for news stories of interest, potential collaborations, new content and ideas to engage audiences



Skills and Experience

- Experience of marketing, web content management and/or external communications
- Skilled in writing, editing and proof reading (digital and print)
- Some awareness of STEM education and/or the charity sector would be an advantage
- Knowledge and experience of website construction and design desirable

Benefits

- Salary depending upon experience, plus company pension¹
- Friendly office environment, with flexible working arrangements
- Being part of a small team, doing worthwhile and rewarding work for a charity

Please email your CV and covering letter to info@ukesf.org by 24th April 2022.

If you have any questions or would like to discuss further, please email Stewart.Edmondson@ukesf.org.



Music Mixer kit from “Electronics Everywhere” project



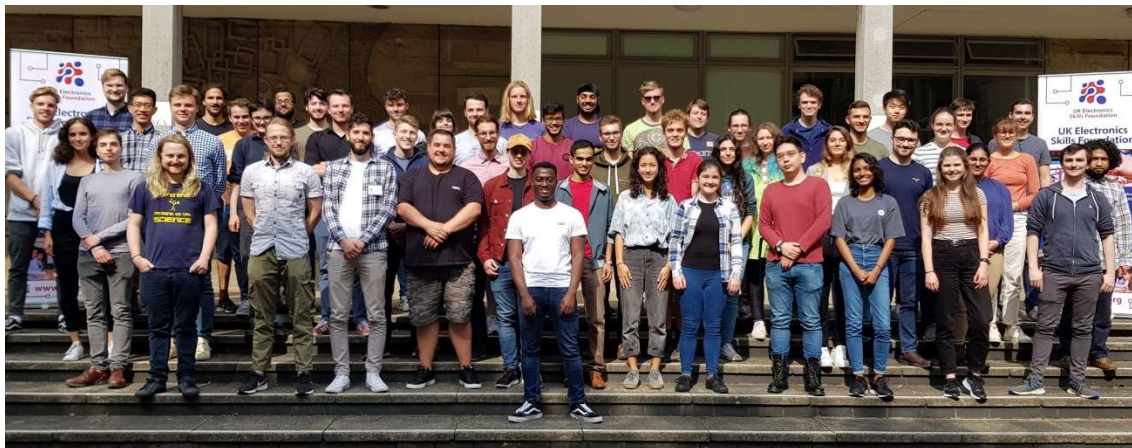
UKESF Scholars with our CEO at an industry conference



Scholar of the Year finalists at TechWorks Awards, 2021



Practical electronics activity



UKESF Scholar Workshop attendees, 2021

¹ After successful probation period