



## **Design and marketing assistant – 9 month temp maternity cover, Central London**

### **About us**

Wallacespace provide rooms for workshops, meetings, training and events. Our spaces are bright, energising and inspiring.

At wallacespace no two days are the same; our venues are unique in style and unique in the people that we employ.

Delighting our clients with our can-do attitude and proactive service is what we do in our venues and everyone who works with us shares this objective; our whole being is client centric.

We are looking for a dynamic and highly motivated design and marketing assistant to join our marketing team for a 9-month period of maternity cover.

Enthusiasm, creativity and attention to detail are essential for this role.

### **About the role**

Starting in early March, you will be working on the following:

- Art-working of marketing materials.
- Photography editing and updating our website using Wordpress.
- Social media.
- Researching new advertising opportunities.
- Net promoter score reporting.
- Researching and proposing ideas for styling our buildings.
- Various ad-hoc wonderful (and sometimes weird) tasks.

### **About you**

- A good eye for detail is essential in this role.
- You are proficient with Adobe Illustrator and Photoshop.
- You are creative, proactive, organised, have bags of personal energy and a 'can do' attitude.
- You will be a master of time management, enabling you to juggle a number of different projects, delivering on time + to a high standard.
- You will be in the habit of looking at projects from a different angle - always questioning how you can approach each task better than the last.
- You have common sense, backbone and a willingness to roll your sleeves up and get stuck into a job.

### **In addition to some great day to day benefits you will also receive**

- £20k per annum (pro rata)
- 28 days holiday pro rata (incl bank hols).
- Induction and ongoing internal and external professional development.
- Lunch! Who said there's no such thing as a free lunch? At wallacespace, our food is designed to keep our clients energised and feeling inspired all day, so of course we offer this benefit to our teams as well.

*We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.*