

Marketing Assistant

Location: Hybrid working, with a minimum of 1 - 2 days in the office in Wareham, Dorset (BH20 5NQ)

Hours: 37.5 hours per week

Salary: £23,810 per annum

Reporting to: Marketing & Communications Lead



Are you looking for a Marketing & Admin role where you can be creative, make an impact and work with animals? We're looking for a proactive, ambitious & creative Marketing Assistant to join our team!

If you thrive on variety, love animals, and want hands-on experience in marketing, communications & events, this could be the perfect role for you. You'll be a key part of our charity's marketing efforts, helping to engage supporters, helping to promote events, and managing day-to-day admin tasks.

One day, you could be writing a press release or updating the website; the next, you might be organising event sponsors or scheduling social media posts. No two days are the same, and you'll have plenty of opportunities to learn, grow & develop your skills in a supportive team.

Oh, and if you're working from the office, expect to spend your breaks chatting with our rescue goats.

What You'll Be Doing

Marketing & Communications

- Monitor and respond to online messages, emails & reviews.
- Assist with writing and editing engaging content for our website, newsletters & social media.
- Help put together press releases and book newspaper adverts when needed.
- Share event listings online and coordinate posters/signage.
- Support the team in promoting fundraising activities and charity events.



Event & Fundraising Support



- Help plan and coordinate events, including our Country Dog Show, festive celebrations & thank you events.
- Assist the Fundraising Officer in working with traders, food vendors, sponsors, volunteers & prize donors to make events a success.
- Support community groups and businesses that want to fundraise for us.

Supporter & Business Engagement



- Liaise with corporate partners, volunteers & fundraisers to strengthen relationships and boost support.
- Organise collection pots and ensure businesses & volunteers have everything they need.
- Maintain and update key marketing & fundraising spreadsheets.

General Admin & Digital Support

- Keep supporter details and records up to date.
- Make updates to our website.
- Process paperwork and assist with admin tasks related to our various programmes, campaigns & appeals.

What We're Looking For...



We'd love to hear from you, if you:

- ✓ Have a genuine passion for marketing, communications, and events.
- ✓ Are an ambitious self-starter who loves bringing fresh ideas to the table.
- ✓ Are an excellent communicator (both written and verbal).
- ✓ Are highly organised and able to juggle multiple tasks.
- ✓ Are confident using Microsoft Office (Outlook, Word, Excel, PowerPoint).
- ✓ Have some experience with CRM systems or website management (a bonus, but not essential).
- ✓ Are passionate about animal welfare and want to make a real impact.

This role is ideal for someone who's eager to grow in the world of marketing, gain hands-on experience, and work in a fun, varied environment.

If you're excited by the idea of creating engaging content, planning events, and building relationships with supporters, we'd love to hear from you!

