

Social Media & Marketing Assistant

We are

Heritage Rocks is a curated collection of three exquisite wedding venues and hotels. All lovingly restored historic houses set in picturesque surroundings.

Manor By The Lake is an award-winning exclusive use wedding and events venue in the Cotswolds. Seckford Hall is a country house hotel based within Suffolk and hosts a relaxing spa. Finally, Woodhall Manor is an exclusive use wedding and events venue based in Woodbridge, Suffolk.

We are all about people. Our buildings are beautiful, but we know it is the people within them that create the memories and warmth. Each of our charming properties hosts experienced wedding and event planners and award-winning chefs to ensure every moment of a wedding, event or hotel stay is magical from start to finish.

Your role

To support the marketing and sales teams in the delivery of marketing campaigns to the highest standards. This role will cover a wide spectrum of marketing activities including copywriting, social media planning, website management and email marketing.

Day to day

- Create copy for a range of comms including social media, e-marketing & Blog content
- Generate original articles that grab the attention of our target audience.
- Whip up short and entertaining captions for social media as well as master the art of storytelling in some platforms.
- Convey each brand's tone of voice consistently and throughout all content and assets
- Have a great rapport with planning couples in our social media DMs, maintaining our TOV
- Assist with all website maintenance and updates on our Wordpress platform
- Assist with optimising webpages and updates.

Who are we looking for?

- Highly organised and productive person with a drive for creating great content
- Knowledge of Outlook, Excel, Word and PowerPoint
- Knowledge of the WordPress platform
- Enjoys working towards tight deadlines
- Confident in copywriting and reviewing copy with exceptional attention to detail
- Great eye for design, imagery and creating graphics
- Know how to engage and excite an audience
- Good knowledge of social media platforms and messaging
- Excellent verbal and written communication skills
- A passionate ambitious individual who enjoys working as part of a team and remotely

Desirable Capabilities

- Knowledge or an interest in the wedding industry
- Knowledge or an interest in the hospitality industry
- Knowledge of email marketing suites

Remuneration Package

£21,000 pa plus benefits-

Part-Time ,flexible hours and working from home all possibilities