



Digital Media Assistant

We're looking for someone part-time to work across the Halen Môn social accounts - sourcing, creating, and scheduling content as well as connecting with our online audience to help us raise brand awareness and build strong digital presence.

A digital marketing professional, with a talent for storytelling and a great interest in seasonal food and sustainability.

Our ideal candidate is an experienced professional with strong writing skills and a keen eye for design and aesthetics. You should be a self-starter and pay excellent attention to detail. This is a hands-on role, with room for development.

Role Description

- Work with the Brand Director to create and deliver an editorial calendar of digital media content across our online accounts - Twitter, Instagram, Facebook
- Respond to messages and comments whilst relaying interesting opportunities to the Sales and Marketing team
- Help come up with creative ideas for content marketing and be confident in managing their execution either in-house or on occasion drafting in and working with external team members e.g designers, recipe writers, photographers, translators
- Develop and maintain an informed awareness of relevant topics to effectively carry out the job
- Work with relevant brands and influencers on partnerships and competitions with clear aims and measurable outcomes
- Occasionally work with paid advertising for a specific demographic and with specific aims in mind
- Come up with and maintain some clear ROIs to measure the growth of social media accounts and engagement levels

Hours

16 hours/ week with opportunities for progression, and the option of some remote working after a probationary period.

Job Requirements

- Ability to follow brand guidelines - both for Tone of Voice and Visual Aesthetic
- Ability to take high-quality imagery using a mobile phone is desirable
- Experience in project management and coordination
- Process driven with organisational and time-management skills
- The ability to work professionally and flexibly
- Excellent attention to detail - this role demands accuracy
- Ability to work independently with limited supervision and can cope with multiple competing priorities and a varying workload
- Digital marketing experience and or qualification desirable
- Welsh speaker desirable