

Index	031/DMC/MCD
Post Title	Marketing & Communications Coordinator
Division	Marketing & Commercial Development
Section	Marketing
Location	Company HQ

Responsible to	Marketing Manager
Responsible for	N/A

* Candidate's suitability will be measured by assessment in the following ways;

A – Application: **I** – Interview: **R** – References: **X** - Interview Exercise[s]

	Attributes	Essential	Desirable	Assessment
	Experience			
1	Coordinating and delivering social media activity	X		A/I
2	Working with website CMS platforms		X	A/I
3	Supporting marketing campaigns across multiple channels	X		A/I
4	Producing reports on marketing performance and making recommendations	X		A/I
5	Working with a range of stakeholders to deliver communications		X	A/I
	Skills, Abilities and Knowledge			
6	Strong knowledge of marketing and communications tools and practices	X		A I
7	Understanding of digital channels, social media platforms, and customer touchpoints	X		A I
8	Excellent written skills, with attention to spelling, grammar, and tone	X		A I
9	Confident in coordinating meetings and guiding discussions to actionable outcomes	X		I
10	Strong organisational skills and ability to prioritise workload	X		I R
11	Ability to create content and copy for different audiences	X		A I
12	Creative approach to communications and content development	X		I R
13	Ability to work under pressure and to deadlines	X		I R
14	Creative, innovative thinker	X		I R

Interpersonal and Social Skills

15	Excellent verbal and written communication skills	X	I R
16	Enthusiastic and proactive in engaging with colleagues and stakeholders	X	A I R
17	Team player with confidence to coordinate across departments	X	I R
18	Adaptable and comfortable working in a fast-paced environment	X	I R
20	Positive approach to delivering quality communications and customer service	X	I R

Qualifications and Training

21	Degree in Marketing, Communications, or related subject, or equivalent experience	X	A
22	Willingness to undertake training relevant to the role	X	I

Other

24	Ability to work occasional evenings and weekends to support the needs of the business	X	I
25	Full driving licence	X	A

Prepared/Updated by	Lauren O'Neill, Head of Marketing & Commercial Development	Oct 2025
Approved by	Nickie Scorgie, Head of Human Resources & Organisational Development	Oct 2025
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