



Great Heights Academy Trust, Riverside Mills Elland

Marketing and Communications Manager

Permanent role, full time 37 hours per week

Salary: £35,745 - £39,186 (depending upon experience)

An exciting opportunity has arisen within the central Trust team, for an experienced Marketing and Communications professional to focus on working to maintain and raise the Trust's profile locally, regionally, and nationally.

The Marketing and Communications Manager will work as part of the Core MAT Team to assist in raising our profile across a wider geographical area by managing and delivering day-to-day marketing activity, including developing and leading a positive PR strategy, writing media releases, event management, managing advertising and other critical marketing and communication activities. A willingness to work flexibly within the team is essential as are strong communication, organisational, time management and customer service skills.

Having previously worked in a marketing and communications environment, the successful candidate will have experience in being able to establish better awareness of Great Heights Academy Trust, our ethos, and considerable achievements. High levels of accuracy and attention to detail are essential as is a good level of IT skill.

Providing PR and marketing advice to all designations staff to make them more effective in their roles will be a key part of the position. The successful candidate will be experienced in working in a busy office environment dealing with multiple work streams and will need to have at least three years previous experience gained within a similar role.

We are looking for someone who is adept at problem solving, with an ability to work independently to identify and resolve issues in a timely manner. You will be a team player with excellent interpersonal skills.

In return you will work with a progressive and forward thinking Multi Academy Trust where there are opportunities for development and career progression. As a Trust we offer many benefits including a generous holiday entitlement and contributory pension through the West Yorkshire Pension Fund. Great Heights Academy Trust is a growing multi-academy trust with eight schools in the West Yorkshire area with plans to further expand. In addition, we are home to a SCITT, Research School and an English Hub.

For a full profile of the MAT please visit: <https://greateightstrust.org.uk/our-trust/>

If you wish to apply for the role please send a completed application form, as a Word Document, to Hayley Drummond, Recruitment Officer at h.drummond@greateightstrust.org.uk

Closing Date: Wednesday 21st February 9.00am

Interview Date: TBC

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and vulnerable adults and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.

GDPR Disclaimer: Please note and appreciate that whilst we review all CV's and applications, due to the high volume that we receive on a regular basis, we can only respond to candidates that have been successful with their application. Therefore, if you do not hear from us within **14 working days of your application**, please accept that your application has been unsuccessful. In line with the General Data Protection Regulations (May 2018) (replacing the Data Protection Act 1998) we will permanently delete information for all unsuccessful applications, and we will not keep candidate information on file for future vacancies at this stage of our process.