

Saint
Columba's
House



Part Time Marketing Assistant £25,000 pro rata between 16 -22 hours per week

St Columba's House is a Christian retreat and conference centre in Woking with residential and day guests coming for a wide variety of purposes. Although we are a Christian charity, our guests come from all faiths and none. This role will co-ordinate and assist with all aspects of marketing at St Columba's House. We are looking for someone who can promote our own programme of events and promote the House more widely as a venue for group bookings.

Our marketing activities include e-mail newsletters, social media, website, printed material and traditional advertisements. This role requires a broad range of skills: good visual, copywriting, organisational, computer and people skills and a flexible working approach to handle everything from designing promotional materials to keeping the website up to date, from using social media to handling guest data. A good working knowledge of Indesign or Canva, Wordpress, Photoshop, Mailchimp, Meta advertising, Facebook & Instagram is essential to the role. A good knowledge of photo and video editing would be an advantage.

Applicants need to be sympathetic to the work of St Columba's House. We offer a friendly, attractive place to work as part of a small team.

The pattern of hours worked and location can be negotiated flexibly within office hours Monday to Thursday. Some work in the office will be needed.

Applications by e-mail; CV with covering letter to Ian Edwards, Marketing Co-ordinator, marketing@stcolumbashouse.org.uk The application should include details of two referees. For a full job description visit our website www.stcolumbashouse.org.uk