

Saint
Columba's
House



Part Time Marketing Manager

£36,000 pro rata

for 3 or 4 days per week

St Columba's is a Christian retreat and conference centre in Woking, Surrey with residential and day guests coming for a wide variety of purposes. Although we are a Christian charity founded in the Church of England, our guests come from all faiths and none. This role will manage all aspects of marketing at St Columba's House.

We are looking for a motivated marketing all-rounder with excellent communication skills who can promote our own programme of events and promote the House more widely as a venue for group bookings.

Our marketing includes e-mail newsletters, social media, website and print materials. This role requires a broad range of skills: good visual, copywriting, organisational, project management, technical and people skills and a flexible working approach. This role in our small charity is broad and the postholder will need to thrive on variety, covering everything from designing promotional materials to keeping our website up to date, from creating social media posts to managing guest data. Knowledge of Canva, Mailchimp, Eventbrite, WordPress and using a CRM 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. At least 2 days work in the office will be needed. This role could be 22.5 hours to 30 hours per week.

Applications by e-mail; CV with covering letter to Marguerite Hutchinson, Chief Executive ceo@stpeterscharity.org.uk

For a full job description visit our website www.stcolumbashouse.org.uk

St Columba's House is owned by St Peter's Charity, a registered charity in England and Wales No 1177879 and a company limited by guarantee registered in England number 1142467