

**Joseph Chamberlain Sixth Form College**  
Belgrave Road, Highgate, Birmingham B12 9FF

### **Marketing & Publicity Assistant**

In our recent Ofsted inspection in 2017, Joseph Chamberlain College was awarded grade 1, 'outstanding' in all categories having already achieved A level pass rates of 99% for the fourth year running and the best results in the history of the College. We continue to provide a broad, inclusive and high quality education to all of our learners that results in some of the highest levels of progression to Higher Education in the sector.

The College is situated within easy reach of Birmingham city centre in a state of the art building with superbly equipped classrooms and outstanding facilities. We were featured in the 2015 Parliamentary Review for best practice in further education and were awarded the CPD Mark last year for our comprehensive package of innovative and high impact professional development. We support all newly qualified teachers to achieve QTS or QTLS, and are part of a local teaching alliance. We were also shortlisted for the 2017 TES Sixth Form College of the Year Awards.

The Marketing and Publicity Assistant will help with the day to day operation of the College's marketing, promotional activities, internal and external communications. Working within the Marketing team and managed by the Director of Studies, you will be expected to creatively use social media as a marketing tool to promote events and increase the College's brand, profile, reputation and standing on a local, national and international basis. You will maintain up to date, accurate and innovative information on the College website and write or proof read news articles and College information for internal and external publications.

The successful candidate will be educated to degree level and have some experience in the production of marketing and communications materials and other areas such as digital marketing, market research and event planning, as well as having excellent verbal and written communication and excellent interpersonal skills.

Salary for this post will be circa £18,000 p.a.

**Closing date: Monday 13<sup>th</sup> August 2018 (to arrive no later than 12 noon).**

For job details and an application pack please visit <https://www.jcc.ac.uk/about-jcc/vacancies/> or e-mail [personnel@jcc.ac.uk](mailto:personnel@jcc.ac.uk). Alternatively please call 0121 446 2255 for an application pack or if you require the information in a different format.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to respect this commitment. All posts will be subject to an enhanced DBS check. Joseph Chamberlain Sixth Form College is an equal opportunity employer, we welcome applications from all sections of the community.