

MARKETING COMMUNICATIONS EXECUTIVE – FULL TIME

We are pleased to announce that we have a new vacancy in our Marketing Department for a Marketing Communications Executive.

This is a full-time role based at Head Office, with an annual salary between £22,284 – £24,816 depending on experience. Hours are Monday – Friday 8.55am – 5pm and Saturdays as required by management. Hybrid working is an option for this role and will be discussed at interview stage.

We believe that investing in our people and their future is key to our success. You will receive a comprehensive induction process, extensive on the job training and ongoing support from management to ensure that you succeed in your role. This is an amazing opportunity to significantly increase your skillset and build a career to be proud of with a successful Building Society.

Your role:

As a Marketing Communications Executive, your primary responsibility will be to support the delivery of traditional and digital marketing and PR strategies to our B2B and B2C audiences. This will involve writing engaging copy and developing original content through graphic design, producing infographics, promotional materials, social media artwork, branded documents and more. You will also support the capture and production of video content to create Society marketing materials, supporting the requirements of other departments.

You will have responsibility for the upkeep of the Society's digital assets, including the public website and social media accounts, and you will provide support with the introduction and adoption of new digital software.

You will also develop a working knowledge of the Society's savings and mortgage product change processes and contribute to the maintenance and development of compliant and accurate literature, stationery, forms, and documents.

Essential requirements to be considered for this position:

- Experience of using CMS, preferably WordPress.
- Experience of using Adobe Creative Cloud/ Suite.
- Previous experience within a similar position.
- Great work ethic and flexibility.
- Excellent communication skills and command of grammar.
- A creative flair.
- Excellent attention to detail.
- Ability to work on own and manage own workload.
- Excellent time management.
- Problem solving ability.
- Able to work well as part of a team.
- Experience of working to pressurising deadlines.
- Willingness to learn.
- GCSE Maths and English, grade C and above (or equivalent).

Desirable skills and experience:

- Experience within a Building Society or the financial sector.
- Marketing qualification.
- Full, clean driving licence.

Benefits of working for Hinckley & Rugby Building Society:

- Minimum of 25 days holiday, plus bank holidays.
- Opportunity to purchase three additional days holiday (pro rata for part time employees).
- Additional day off in your birthday month.
- Annual discretionary bonus, based on performance.
- Enhanced family leave package.
- Four times basic salary life cover.
- Opportunity to join Benenden Healthcare (upon six months service).
- Permanent Health Insurance.
- Hybrid working.
- Pension scheme.

If you wish to apply for the role, please complete the employment application found on our website in the careers section and email this to hr@hrbs.co.uk.

We look forward to hearing from you!