



## **Digital Marketing Assistant**

Have a passion for creative content and digital marketing? Then this could be the role for you! We are looking for an individual to join our Marketing and Communications team as a Digital Marketing Assistant.

This exciting opportunity will provide hands-on experience in a busy Marketing team. The successful candidate will be exposed to the whole marketing mix, including communications, website management, PR, events and social media, as well as experiencing how marketing plays a vital role in raising the profile of our Charity, bringing our values to life and contributing to growth.

Our Charity supports and enhances the treatment, care and wellbeing of current, former and future cancer patients and their families. We work in partnership with the NHS, The Beatson West of Scotland Cancer Centre and all related facilities. We also offer the wider community a unique opportunity to contribute to the advancement of cancer care.

If you have the skills and qualities to be successful in this role and are passionate about supporting the aims of our Charity, we want to hear from you!

<b>Title:</b>	<b>Digital Marketing Assistant</b>
<b>Reporting to:</b>	<b>Marketing and Communications Manager</b>
<b>Salary:</b>	<b>£23,500 - £25,500 per annum</b>
<b>Contract:</b>	<b>Permanent, Full-time</b>
<b>Hours:</b>	<b>35 hours per week, Monday to Friday 9am to 5pm, flexibility to work occasional evenings and weekends, with some travel as required</b>
<b>Annual Leave:</b>	<b>40 days per annum (inclusive of Public Holidays)</b>
<b>Pension:</b>	<b>7% employer and 3% employee contribution</b>

### **Key Responsibilities**

- Assisting in the planning, development, filming and promotion of high quality, clear, compelling and audience appropriate content for a range of platforms (video and photography content).
- Content scheduling for social media channels, following best practice guidance.
- Collating up to date information to support rolling calendar of activity, demonstrating our impact and compelling and meaningful stories for the team.
- Learning and understanding systems and processes which are integral to the digital marketing function (social scheduling, podcast, website CMS, Mailchimp).
- Preparing and coordinating regular mailings and e-campaigns, from setting up templates and campaigns to distribution and logging results.
- Assisting in content management of the Beatson Cancer Charity website; uploading content, events, blog posts, publications etc.
- Supporting the team where needed on ad hoc projects and campaigns, including event planning and logistics, setting up meetings, recording relevant actions from meetings, copywriting and editing, proof reading and conducting research where needed (e.g. market insight etc).

### Essential Candidate Criteria

- Previous experience (approximately 12–18 months) in Digital Marketing and Social Media.
- Proficient in Microsoft Office 365 specifically Outlook, Word, Excel and PowerPoint.
- Digital-savvy – confident using technology, with a proactive approach to learning new tools and skills.
- Ability and eagerness to quickly pick up new skills and learn new information.
- Good relationship building and interpersonal skills.
- Applicants must have the right to live and work in the UK.
- This role is subject to a satisfactory PVG check for working with children and protected adults.

### Desirable Candidate Criteria

- Full UK driving licence.

**Closing Date: Sunday 7 June 2026**  
**Interview Date: Thursday 11 June 2026**

To apply please send a cover letter and CV to [recruitment@beatsoncancercharity.org](mailto:recruitment@beatsoncancercharity.org)

**We reserve the right to withdraw or close this vacancy early. Applicants are advised to submit their application at the earliest opportunity.**

Beatson Cancer Charity is an Equal Opportunities employer and is committed to employing a wide range of employees who are reflective of the diverse community that we support.

[www.beatsoncancercharity.org](http://www.beatsoncancercharity.org)