



## **Marketing Communications Administrative Assistant**

**Salary:** Band 4, £25,948 - £26,473 per annum

**Hours:** 37 hours per week

**Contract:** 12-month, fixed-term (maternity cover) to Start in July 2026

### **The service**

You'll be joining the council's award-winning marketing and corporate communications service. The primary objective of this team is to make sure key target audiences are well-informed about council services, and also to promote and protect the reputation of commercial interests managed by the organisation.

The marketing and communications team provides dedicated support for a range of departments, working directly for the business plan aims of that service.

### **What is the role?**

Reporting to a senior member of the marketing communications team, you will provide administrative and basic communications support to the corporate communications team. It's an opportunity for the right candidate to take a first job in marketing and communications, and to learn by working alongside the council's team of experienced marketing and communications officers.

The post-holder will be responsible for a range of admin tasks, such as arranging meetings, taking minutes, maintaining spreadsheets, updating web pages, monitoring media coverage and putting it into a report. In addition, they will also provide basic communications support, including building email bulletins, drafting simple web pages, articles and news releases, scheduling social media posts, undertaking all the team's media monitoring, supporting campaign evaluation, distributing publications, booking print/advertising, and invoicing.

We are looking for a good all-round communicator with marketing, communications or media experience and a flair for written communications. Of course, you will need to have good solid admin skills, but you'll also need to be as comfortable with Facebook and Instagram as you are with Microsoft Office.

You'll need to be well-organised, as you'll have to be capable of managing your own workload, juggling competing priorities and working to deadlines.

Corporate communications is a busy, creative and, at times, highly pressurised environment so you'll need to have the confidence to hold your own and deal with a range of internal and external customers.

As you'll play an important role in our team, you'll also need to be a creative and enthusiastic person, and keen to work with the wider communications team to continue to take our service forwards.



## **Who is the person?**

You need to:

1. Have a good standard of education plus excellent literacy and numeracy skills.
2. Have a media, marketing or PR related qualification or experience of working in a media, marketing or PR related environment.
3. Be able to demonstrate excellent written and verbal communications skills, including experience producing written communications (e.g. web pages, articles).
4. Have administrative experience and be able to demonstrate a range of administrative skills including minute-taking, maintaining spreadsheets etc.
5. Be highly IT literate with sound knowledge and experience using Microsoft Office, including Word, Excel, PowerPoint, and Outlook
6. Have a sound knowledge and experience using social media including Facebook, Instagram, X (twitter), YouTube and LinkedIn.
7. Have excellent time management skills, including experience of managing a hefty workload, juggling priorities and working to deadlines.
8. Have experience of working with customers and a strong commitment to providing excellent customer service.
9. Be confident, with the ability to liaise with a range of people at different levels, inside and outside the council.
10. Be motivated and enthusiastic and know when to use your initiative.

**You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.**

## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.