

Part-time Marketing Assistant

Salary – £18,000 - £19,000 **pro-rata**
20 hours per week

This is a fantastic part-time opportunity for an enthusiastic, creative and highly organised individual to support the Marketing and Communications Manager of a growing pancreatic cancer charity in Hampshire.

The wide-ranging role will enable the successful candidate to apply their creative communication and marketing skills on a daily basis to raise the profile of pancreatic cancer and fundraising activities. The rewarding work will bring them into contact with some inspirational people and make a real difference to the lives of people affected by pancreatic cancer.

The ideal candidate will be of graduate level with marketing experience, ideally within the charity sector. It is essential that they are an excellent communicator with confident IT skills and a can-do attitude.

The role's responsibilities will include:

- ▶ Assisting the Marketing and Communications Manager with day to day marketing support and administration.
- ▶ Assisting in the management of social media including Facebook, Twitter, Instagram and Pinterest to raise the profile of the charity and its campaigns.
- ▶ Generate local media news stories from PCA fundraisers, generating press releases and supporting the fundraisers through the process.
- ▶ Managing relationships with supporters, fundraisers and external agencies including creative and media.
- ▶ Building and maintaining a comprehensive database of media contacts.
- ▶ Liaising with PCA pancreatic cancer patient case studies and maintain a database of willing media participants.
- ▶ Develop event literature for PCA fundraising events or for corporate partner events.
- ▶ Work with external agencies to help in the design of patient information and awareness materials.
- ▶ Perform other duties that the Marketing and Communications Manager of Pancreatic Cancer Action may consider appropriate.



Pancreatic Cancer Action (registered charity No.1137689), was founded in Surrey in 2010 by a rare survivor of the disease. A small team headed by our Chief Executive runs the charity and overall a board of Trustees provides direction for the organisation.

Pancreatic cancer has only a three per cent survival rate and this figure has remained the same for over 40 years. Despite it being the fifth biggest cancer killer in the UK, pancreatic cancer receives less than one per cent of overall research funding. With a strong focus on early diagnosis, it is Pancreatic Cancer Action's aim to improve survival rates through awareness, information and increased funding. Simply, we want more people diagnosed in time for surgery, currently the only potential for a cure.

To Apply:

Email your full C.V. to Natasha North at natasha@panact.org or post to:

Marketing Assistant Vacancy
Pancreatic Cancer Action
Chiltlee Manor
Haslemere Road
Liphook
Hampshire
GU30 7AZ

Pancreatic Cancer Action is an Equal Opportunities employer and we welcome all applications regardless of disability, ethnicity, gender or age.