

## Job Advert

# Marketing Coordinator (Maternity Cover)

**REF: MC/01/0317**

### Context

At INTO City, University of London we provide a range of courses preparing international students for undergraduate and postgraduate study at City University - or at other Colleges and Universities across the UK. Our Centre, at 102 Middlesex St, London, E1 offers excellent teaching and learning facilities right in the heart of the City. We are a team of academic and professional support services colleagues who are committed to providing high quality teaching and learning to our students. We work together to ensure that our students are fully prepared for University level studies and that they have a first class 'all round' experience of study and life in London.

### Job Dimensions

An opportunity has arisen for a motivated individual to join the INTO City, University of London Marketing and Recruitment Team as a Marketing Coordinator. Employment will commence as soon as possible and will be on a full time basis. The purpose of the post is:

1. To coordinate in-centre marketing activities to generate content aligned with the recruitment strategies of both INTO City, University of London and INTO University Partnerships (IUP).
2. To undertake student engagement activity to generate content to support building the INTO City, University of London brand around provision of a world class student experience.
3. To ensure that marketing and communications are in line with the needs and standards of INTO University Partnerships, City, University of London and INTO City, University of London brand identity (where appropriate).
4. The post holder provides support for all in-centre activities, generating content to build the brand identity of INTO City, University of London with students and influencers worldwide.

### Salary

**INTO CITY, UNIVERSITY OF LONDON**  
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The post is aligned to Salary Band C £25,222.00 – £32,789.00 per annum, inclusive of London Weighting Allowance, dependent on skills and experience.

### **Application process**

To apply for this post, please send a CV and cover letter, outlining why you would be suitable for this role and how you meet the criteria in the person specification section of the job description to [hr.intomiddlesexstreet@intoglobal.com](mailto:hr.intomiddlesexstreet@intoglobal.com).

**Please note that applications sent without a cover letter will not be considered for shortlisting.**

**Closing date for the applications is Friday 14<sup>th</sup> December 2018.**

**Interviews will be held in the week beginning Monday 7<sup>th</sup> January 2019.**

### **Safeguarding**

As part of our Safeguarding procedures, applicants are asked to note that:

- References will be followed up;
- All gaps in CVs must be explained satisfactorily;
- Proof of identity and (where applicable) qualifications will be required;
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- Appropriate suitability checks will be required prior to confirmation of appointment.

**This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service (DBS) check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions**

INTO is an equal opportunities employer.

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving. To find out more please visit [www.into-giving.com](http://www.into-giving.com).

**[www.into-corporate.com](http://www.into-corporate.com)**