

Communications and Research Assistant

If you are looking to build a career in educational publishing, and if you are a creative and organised communicator with an analytical mindset, then [Oriol Square](#) will give you the opportunity to shine.

Oriol Square is an equal opportunity employer. We want to contribute to a diverse and equal workforce in educational publishing, and we encourage applications regardless of age, gender, race, sexuality or any other protected characteristic.

As part of our commitment to diversity, we aren't asking for a CV and covering letter to start with when applying for this role. Instead we want to find out more about why you'd be great at this specific job. [To do that please answer these questions.](#)

Applications for the role close on 19th November 2021. This job is office-based, close to the centre of Oxford.

The role

The Communications and Research Assistant will support the smooth running of the business, with a focus on marketing, business development and social media but extending to supporting the communications and research aspects of client projects as required.

They will work with the Research and Communications Project Lead, Research and Business Development Manager, directors and consultants to support communications work to raise awareness of Oriol Square's services and values, to help to identify and bring in new clients, and to support maintaining relationships with those clients over time.

Role responsibilities

- Assist the marketing and business development team to execute marketing and sales plans
- Build and maintain internal tools for knowledge retention and sharing particularly relating to client databases, segmentation, sales reporting, marketing reporting and marketing and sales best practice

- Support or take the lead as required on social media and other marketing content planning, commissioning and execution
- Support training, strategy, research and thought leadership projects
- Support the business development, marketing and research team in an operational and administrative capacity.

Your skills

- Excellent spoken and written communication skills
- Numerate and used to learning new technologies and systems
- Organised and reliable
- Proactive communicator with a creative streak
- Desirable: understanding of a B2B sales and marketing environment, including social media, email marketing and copywriting
- Desirable: design skills including experience with InDesign
- Desirable: understanding of the education market
- Desirable: experience of website analytics and search engine optimisation

This job would suit a graduate or someone able to demonstrate similar knowledge and skills, ideally with demonstrable experience of a B2B, educational or publishing-related sales and marketing environment.

Conditions and pay

Oriel Square believes in productive hours, not long hours. This informs our 28 hour full-time policy.

- Full time (28 hours/4 days)
- £22,000 p.a.
- 20 days' holiday (equivalent to 5 weeks) + public holiday allowance
- Workplace pension