

# JOB DESCRIPTION

## MARKETING ASSISTANT



<b>Job title</b>	Marketing Assistant
<b>Reporting to</b>	Marketing Manager
<b>Job location</b>	Hybrid – Ipswich Office 2 days per week/Home-based
<b>Employment status</b>	Permanent, Full-Time

### ABOUT US

The **DPO Centre group** is a multi-national data protection compliance consultancy formed in the UK in 2017. We have provided outsourced Data Protection Officers (DPO), privacy consultancy services, and GDPR Representatives to over 800 organisations globally. The DPO Centre Canada Inc. is the most recent addition to The DPO Centre group of companies, which also consists of The DPO Centre Ltd in the UK, The DPO Centre Europe Ltd in Dublin, and The DPO Centre Netherlands BV., together with a network of representation offices throughout the 27 EU Member States.

### OUR CULTURE

Fundamental to our #OneTeam philosophy is our mission: “To inspire and develop one remarkable team that delivers the extraordinary”. Contact with other members of our various national teams will be frequent, as will the opportunities for team social activities.

We believe in constantly improving our processes and the best practice framework we employ with our clients. Sharing knowledge and experiences is a vital part of our culture and ensures you will quickly become an integral part of our motivated, sociable, and connected team.

### WHY JOIN THE TEAM?

You have the opportunity to work in a dynamic, varied, and challenging role within a structured team of like-minded and motivated professionals.

The data protection industry is rapidly evolving, and this role offers you the chance to be involved in projects that encourage professional growth and innovation.

### OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walker, avid readers, ultra-runners, budding photographers and keen travellers amongst others. Our team comes from all corners of the world, including New Zealand, Argentina, Mauritius, Mexico, South Africa to name a few. Please see for yourself on [our team](#) page.

### COMPENSATION

- £23,000-£25,000 + Benefits

## BENEFITS

- Pension scheme
- 25 days annual leave + Length of service accrual
- Wellbeing and electric vehicle schemes
- Personal development

Additional benefits subject to scheme rules:

- Inclusion and Wellbeing Scheme
- Buy and Sell holiday scheme
- Work from abroad scheme
- Enhanced Maternity and Paternity Pay

Further details on The DPO Centre and our existing team can be found at [www.dpocentre.com](http://www.dpocentre.com)

## CANDIDATE PROFILE

First and foremost, The DPO Centre is a service business. We look only to recruit proactive, motivated, enthusiastic, client-driven, commercially aware team players. Across all roles, we seek individuals who can clearly demonstrate a passion for what they do and align with our core values and culture.

To support our continued growth, we require a Marketing Assistant to work with the marketing team and assist with creating, implementing and analysing marketing collateral. The Marketing Assistant will help to continuously build our brand, improving awareness of our service offering and promote The DPO Centre as a great place to work.

You will need to demonstrate excellent communication and organisation skills, the ability to prioritise your workload and to work in a structured manner. You will be an outstanding organiser and have the capacity to manage and prioritise tasks from multiple sources.

You will be highly computer literate with demonstrable experience of organising, structuring, prioritising, and planning, and have a keen eye for detail.

You must enjoy working as an integral member of a team but also be capable of managing your own tasks to deliver high quality work that meets expectations and deadlines. We operate a relaxed, fun, and sociable work environment, but with a constantly pressured workload where we remain resolutely focussed on delivering the highest possible standards of client service.

This role is based in our Ipswich office, with a balance of hybrid working.

## DUTIES AND RESPONSIBILITIES

- Provide administrative support to the marketing team for content production and marketing activities
- Assist the development, implementation and promotion of marketing campaigns and strategies across multiple channels including website, email, social media and webinars
- Assist with the planning and logistics of in-person external events and conferences
- Support the drafting and proofreading of marketing collateral and communications to ensure alignment with The DPO Centre brand and high-quality standards
- Assist in identifying, analysing, and measuring marketing trends against identified KPIs to support The DPO Centre's growth
- Conduct competitor research to identify opportunities for promotion and growth
- Keep updated on industry trends and marketing best practices
- Provide holiday and sickness cover for the marketing team to ensure continuity of business

## PERSON SPECIFICATION

### Education and experience:

- A minimum of 1 year marketing administrative experience, ideally within a professional service-related environment.
- A marketing qualification, however, experience and practical knowledge is more valued than educational qualifications.
- Experience working with
  - HubSpot
  - ZoomInfo
  - WordPress
  - Google Analytics

### Personal:

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Confident, outgoing and highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills
- Confident to propose new and improved processes and effective positive change

### Required skills:

- Highly organised, structured and disciplined, with great attention to detail

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- Able to maintain confidentiality, whilst instilling trustworthiness
- Adaptability, whilst staying calm in high pressure scenarios
- Excellent IT skills: Full Microsoft Office suite
- The ability to work under pressure and juggle multiple active priorities
- Excellent written, verbal and non-verbal communication skills

#### **Advantageous skills**

- Knowledge of the GDPR and UK Data Protection Regulations
- SEO, PPC, Remarketing
- LinkedIn Sales Navigator

#### **Career Progression**

- Opportunities across the business, especially within the marketing department, supported by your individual development plan.

### **HOW TO APPLY**

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Submit your interest by completing the application process via the link provided. For any queries, please contact us at **[recruitment@dpocentre.com](mailto:recruitment@dpocentre.com)**

Click [here](#) to view our Recruitment Candidate Privacy Notice.