

# JOB DESCRIPTION

## MARKETING CONTENT COORDINATOR



|                          |                                              |
|--------------------------|----------------------------------------------|
| <b>Job title</b>         | Marketing Content Coordinator                |
| <b>Reporting to</b>      | Marketing Manager                            |
| <b>Job location</b>      | Hybrid (2 days min in Ipswich Office/Remote) |
| <b>Employment status</b> | Permanent, Full-Time (37.5 hours per week)   |

### CANDIDATE PROFILE

To support our continued growth, we require a commercially focused Marketing Content Coordinator to join our expanding marketing team. In this role, you will be working closely with our Marketing Manager and wider marketing team, playing an important role in supporting and coordinating the creation of content marketing assets. You'll also have the opportunity to contribute to broader digital marketing projects, helping to shape campaigns, drive audience engagement, and generate high-quality leads.

At The DPO Centre, we are first and foremost a service business. We recruit proactive, motivated, and enthusiastic professionals who are both customer-driven and commercially aware. We are seeking someone who is passionate about marketing and content creation, aligned with our culture and values, and excited to contribute to our mission of helping organisations thrive in the evolving world of data protection.

This role will see you collaborating with the wider team to support a variety of marketing activities, including integrated marketing campaigns, social media posts, and a range of multi-media content assets.

Beyond content creation, you will play an important role in supporting our digital marketing initiatives. This includes assisting with PR and communication workflows, WordPress content updates, targeted campaigns, and helping to deliver measurable results through email marketing, paid social and account-based marketing campaigns.

This is a hybrid role, based at our Ipswich office two days a week.

### DUTIES AND RESPONSIBILITIES

As a Marketing Content Coordinator, you will be tasked with supporting the creation of a diverse range of collateral for a wide variety of marketing campaigns and ongoing content creation. Your responsibilities will include the following:

- Assist in the creation of marketing assets to support our various initiatives, projects, targeted marketing, and prospect nurture campaigns
- Maintain a consistent, distinctive, technically accurate, but easily consumable voice across all media channels that remains aligned with our brand values and copywriting style guide
- Ensure all marketing materials remain up to date and consistent across all mediums and group entities
- Follow and maintain the editorial calendar and work management platform (ClickUp), collaborating with other members of the marketing team to ensure timely, deadline-driven delivery of content
- Translate industry research into easy-to-understand, technically accurate content for maximum commercial engagement
- Assist and support the Marketing Manager and wider team with research tasks
- Support SEO best practices for enhanced organic ranking and ensure digital content naturally incorporates suitable keywords
- Proofread drafts for spelling, grammar, and punctuation errors
- Participate in marketing brainstorming sessions and contribute creative ideas for new assets
- Keep updated with the latest content marketing trends, SEO best practices and general industry developments, adjusting approach as required
- Assist in the coordination of content creation to support our existing PR and communications workflows
- WordPress content management support
- Social media paid advertising and ABM content support
- Contribute to the improvement of The DPO Centre's internal processes and checklists to streamline marketing workflow
- General marketing activities support



## CAREER PROGRESSION

The DPO Centre actively promotes career development with a range of opportunities within marketing and across the business, supported by your individual personal development plan.

## SKILLS AND EXPERIENCE



### Education and experience

- A certification in English, journalism, marketing or content writing, although having demonstrable experience and practical knowledge are more highly valued
- A minimum of 2 years of marketing/content experience in a professional services environment
- Experience working with:
  - ClickUp or similar work management platform
  - SharePoint or similar document management platform
  - WordPress or similar website platform
  - LinkedIn
  - HubSpot or similar CRM platform



### Personal

- An enthusiastic team player with a 'Can Do' approach and resilient attitude
- Highly organised, with drive, initiative and enthusiasm
- A willingness to learn, work hard, contribute to the team and develop new skills
- Capable of producing excellent, purposeful copy for a range of platforms
- Self-confidence to apply initiative and bring ideas to the table.
- Proactive approach to researching data protection services, industry sectors and relevant legislation to ensure content is accurate, informative, and engaging
- Ability to tell a story using words, audio and images, with a concrete understanding of how to create content that captures an audience
- A commercial attitude towards time management
- Proven ability to deliver at pace and manage a quality service



### Required skills

- An impeccable grasp of grammar, idioms and expressions
- Demonstrable B2B copywriting experience
- Excellent IT skills: Full Microsoft Office Suite
- Highly organised, structured and disciplined, with great attention to detail
- Commercial approach to time management and an ability to work to both short and long-term deadlines
- Ability and openness to think logically, adapt tone and style based on feedback, and edit content accordingly
- The ability to work under pressure and juggle multiple stakeholders and workstreams
- Excellent written and verbal communication skills



### Advantageous skills

- Knowledge of the GDPR, UK Data Protection Regulations and the Data (Use and Access) Act 2025
- Another European Language

## COMPENSATION & BENEFITS

£30K per annum

We offer highly competitive salaries that reflect your skills and experience. In addition, we provide a range of fantastic benefits, including those listed below. Details of the full range of benefits will be provided separately.



Professional Membership and Training Funds



Holiday Buy/Sell Scheme



Wellbeing Resources



Working Abroad Scheme



Remote/Hybrid Working



Maternity and Paternity Leave & Pay



Electric Vehicle Scheme



Bank Holiday Swap Scheme

## ABOUT US

The DPO Centre group, operating as part of Axiom GRC, is a multi-national data protection compliance consultancy formed in the UK in 2017.

We have provided outsourced Data Protection Officers (DPOs), privacy consultancy services, and GDPR Representatives to over 1000 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 B.V in Amsterdam, together with a network of representation offices throughout the 27 EU Member States.

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

## OUR CULTURE

Fundamental to The DPO Centre's culture is our #OneTeam philosophy:

**'To inspire and develop one remarkable team that delivers the extraordinary'**

Contact with other members of our various teams will be frequent, as will the opportunities for team social activities. Our mission is to nurture talent and empower individuals. 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 part of our motivated, sociable, and connected team. It's an essential aspect of our culture and also helps new recruits to quickly become part of our supportive and interconnected community.

We strive to be a team that doesn't just keep up, we set the pace.

## OUR PEOPLE

Within The DPO Centre family we have bakers, skaters, bike riders, walkers, avid readers, ultra-runners, budding photographers, musicians, and keen travellers. Our team comes from all corners of the world, including New Zealand, Poland, Mauritius, Mexico, South Africa to name but a few.

Please see for yourself and meet everyone on our team page.

[TEAM PAGE](#)

## WHY JOIN THE TEAM?

Our offer to you is the opportunity to work in a dynamic and varied role within a structured team of like-minded and motivated professionals.

The data privacy industry is rapidly evolving, so this role will involve working on projects that encourage continuous professional growth and innovation.

We are committed to empowering everyone in our **#ONETEAM** with the knowledge and opportunities to positively impact attitudes, behaviours, and legislation for the benefit of future generations.

## HOW TO APPLY



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)



See our Candidate Recruitment Privacy Policy for full details of our data collection for vacancy applications.

[RECRUITMENT CANDIDATE PRIVACY NOTICE](#)

