



DETAILS	
Job title	Marketing Communications Coordinator
Reports to	Marketing Communications Manager
OGTC Team	External Relations
KEY PURPOSE	
<p>Creative, articulate and passionate? Looking for a role that lets you harness your skills within an innovative environment? The Oil and Gas Technology Centre is looking for a Marketing Communications Coordinator that will embrace the organisations passion for technology, delivering an exciting mix of marketing and communications in collaboration with the Events Team. With a strong focus on value and delivery, this fast-paced environment is challenging but hugely rewarding. It's up to you to grasp and run with it!</p>	
KEY ACCOUNTABILITIES & RESPONSIBILITIES	
<ul style="list-style-type: none"> • An ambassador. For all things technology. • Develop engaging content. From press releases, blogs, case studies and articles, develop inspiring content for a range of internal and external channels. • Drive digital. Deliver a range of digital content across our website and marketing campaigns. And know how to measure your success. • Support our social. Work with the existing team to keep the social media channels fresh, interesting and engaging. We want to inspire and grow our online followers. • Be creative. We have a strong focus on video content, infographics, blogs, vlogs – with our eyes on podcasts and webcasts. You must be experience in some or prepared to learn! • Deliver. We must demonstrate the value being delivered, both by our team and the broader organisation. So be prepared to roll your sleeves up and clearly demonstrate that. Embrace metrics! • Be sociable. We work as a team, sit in open plan and engage with a range of stakeholders. You must have strong social skills and recognise some out-of-hours working will be needed. 	
PERSON SPECIFICATION	
<p>Skills and abilities</p> <ul style="list-style-type: none"> • Some initial experience within communications and/or marketing • Excellent writing skills with strong attention to detail 	



Job Description

- Strong social skills, including good networks and (preferably) media relationships
- Filming and video production/editing skills (preferably)
- Experience of using website CMS, google analytics, social media monitoring tools
- Knowledge and understanding of Adobe Creative Cloud, including Premiere Pro, After Effects and Photoshop

Experience:

- 3 years' experience in communications and/or marketing

Minimum qualifications:

- Relevant college or university qualification

Other:

- Some flexibility required due to the nature of the role when e.g. events out with company hours are required to be delivered
- There may be occasional requirement to travel if the OGTC are attending events away from Aberdeen.

Notes:

Application Deadline – 22nd February 2019

Interviews – held week commencing 4th March 2019