

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Luminate Education Group
Core Job Role:	Digital Marketing Executive
Job Title:	Digital Marketing Executive
Reports to:	Senior Digital Marketing Executive
Grade	LC6 (C)
Date of compilation:	May 2022

SPECIFIC ROLE RESPONSIBILITIES:

1. Under the guidance of the Senior Digital Marketing Executive and in collaboration with the strategic marketing team, implement the digital marketing plan for an assigned FE brand or target audience.
2. Implement PPC and paid digital campaigns. Monitor performance and ensure campaigns are optimised in line with each brands KPIs.
3. Deliver on SEO strategy for the assigned brand or target audience.
4. Deliver email marketing campaigns, ensuring A/B testing, audience management and template development are of a good standard.
5. Maintain positive external relationships with key digital suppliers.

CORE RESPONSIBILITIES:

1. Collaborate with the market insight team to ensure that digital marketing activity is insight-led and well monitored/reported.
2. Collaborate with the website development team to ensure that SEO plans and recommendations are implemented and measured successfully.
3. Collaborate with relevant colleagues in the student recruitment and admissions function, particularly in relation to email communications throughout the student journey.

4. Collaborate with the communications team, supporting the delivery of organic digital communications.
5. Keep up to date with digital marketing industry developments.
6. Support and assist delivery of events as and when required across all Luminate brands.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Digital Marketing Executive
Department	Marketing

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Degree or equivalent qualification	A
D	Relevant professional or post-graduate qualification	A
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Experience of delivering digital marketing plans	A / I
E	Experience of using project management tools to aid digital campaign management	A / I
E	Experience of delivering paid digital campaign optimisation including A/B testing	A / I
E	Experience of working with external digital suppliers	A / I
E	Experience of contributing to multi-channel marketing campaigns and measuring results	A / I
D	Experience of project management	A / I

D	Experience of delivering digital marketing activities in the Further Education sector	A / I
D	Knowledge of the latest digital marketing trends	A / I
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Ability to articulate and present digital marketing work to colleagues	A / I
E	Ability to advise others on digital marketing best practice	A / I
E	Good technical skills, particularly knowledge of google analytics, SEO, PPC and email marketing tools	A / I
E	Good level of attention to detail and numeracy skills	A / I
E	Good organisational skills	A / I
D	Can build positive working relationships with colleagues	A / I
D	Comfortable with change and innovation	A / I
D	Ability to incorporate data, insight and research into marketing plans	A / I
D	Can operate effectively in complex environments	A / I
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I