

# Hudson/ Fuggle

## Content & Marketing Assistant

<b>Contract</b>	<b>Permanent, Full-time</b>
<b>Reports to</b>	<b>Content &amp; Marketing Manager</b>
<b>Salary</b>	<b>C. £20K per annum</b>
<b>Hours</b>	<b>Monday-Friday, 09:00-18:00, with occasional evenings as required</b>

**Job purpose:** To assist with the delivery of content and campaigns for clients and Hudson Fuggle.

### Responsibilities:

#### For our clients

- Moderate all client social media platforms including, but not limited to, Facebook, Twitter, Instagram and LinkedIn.
- Create, curate and schedule content for all social clients. This includes, but is not limited to, research, drafting copy, sourcing and editing images, sourcing offers and content ideas from third parties, and live event coverage (some of which may fall outside of regular working hours).
- Engage clients' stakeholders in the creation of social content through regular communication (email/telephone), site visits and interviews.
- Assist the Content & Marketing Manager in the creation of monthly social media reports.
- Make basic website updates using WordPress for Hudson Fuggle and our clients. (NB content only, not programming or back-end functionality.)
- Attend client events and/or meetings, both within the working day and, on occasion, outside of normal studio hours.

#### For Hudson Fuggle

- Support the wider team in the implementation of Hudson Fuggle's content and marketing strategy as required.
- Provide copywriting and editing support for both client and Hudson Fuggle projects as required.
- Additional research, studio and administrative support as requested.
- Any other reasonable duties required by the management team.

Studio 4  
Jamaica Wharf  
2 Shad Thames  
London  
SE1 2YU  
—  
020 7407 3343  
info@hudsonfuggle.com  
hudsonfuggle.com

## Person specification

### Essential

- A confident and creative communicator, with excellent written and spoken English.
- Ability to translate ideas into succinct, engaging and grammatically correct copy.
- A strong proofreader, with meticulous attention to detail.
- Highly organised, proactive, and able to multitask and prioritise a busy workload to meet competing deadlines.
- A working knowledge of key social media platforms (including Facebook, Twitter, Instagram, YouTube, LinkedIn, TikTok and Snapchat).
- A strong team player, able to take direction and collaborate, but also to work on your own initiative.
- Flexible, able to work in a smart and focused way, but also be open to change.
- Friendly, approachable, diplomatic and enthusiastic.
- Excellent IT skills.
- A passion for all things social media.

### Desirable

- Experience of working on a Mac
- Working knowledge of Google Docs, Sheets and Slides.
- Awareness of InDesign.
- Awareness of WordPress or similar CMS.