

Hudson/ Fuggle

Content & Social Media Assistant

Contract	Permanent, Full-time
Reports to	Head of Content
Salary	£23K per annum
Hours	Monday-Friday, 9:00-18:00, with occasional evenings as required

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

Responsibilities

For our clients

- Moderate client social media platforms which currently include Facebook, Twitter, Instagram and LinkedIn.
- Create, curate and schedule content for our social clients. This includes research, drafting copy, sourcing and editing images, generating content 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, site visits and interviews.
- Assist the Content & Marketing Manager in the creation of monthly social media reports.
- Make basic website content updates via WordPress.
- Attend client events and/or meetings.

For Hudson Fuggle

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

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

Hudson/ Fuggle

Person specification

Essential

- A confident and creative communicator, with excellent written and spoken English.
- Ability to translate ideas into engaging and grammatically correct copy.
- A strong proofreader, with meticulous attention to detail.
- Highly organised, 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.
- 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.