



**COMMUNICATIONS AND MARKETING MANAGER**  
**£35,000 - £40,000**

**Who we are and what we do**

Ecctis Limited ([www.ecctis.com](http://www.ecctis.com)) is a successful company, still expanding despite the challenges of COVID-19.

Ecctis Limited is a complex business, performing UK national agency functions in the fields of international qualifications and skills and migration, while also undertaking consultancy and development work in education and training across the world. Our client base includes overseas governments, awarding organisations and examination boards, universities and colleges, and professional bodies. Our service offer encompasses B2B, B2G, and B2C.

Our communications and marketing requirements are therefore highly demanding.

**The role**

We seek a communications and marketing professional with excellent judgement, able to intelligently and creatively devise, execute and deliver communication and marketing campaigns, projects, tasks and activities to excellent standards. You will need to have at least 3 years' experience in a similar role.

Ideally you will have both breadth and depth, able to write and produce a wide variety of content for a range of different audiences, including newsletter stories, speeches and statements, web copy, press releases, blog posts, thought leadership pieces, marketing emails, brochures, videos, and presentations. Experience of press relations and working with journalists will be an advantage.

You will have excellent verbal communication skills and presentation skills.

This is a hands-on role, but requiring high levels of strategic and tactical awareness, and you will need both political and commercial sensibilities to inform all of the communications work that we do.

You will be highly IT-literate and digitally aware. You will be able to effectively work on your own initiative. You will also be able to work collaboratively with colleagues across the company, contributing to product and service development, and guiding, coordinating, and managing communications activity.

This will be a very busy and demanding role and you must be able to multi-task and manage priorities and projects effectively. You must be resilient and able to work accurately, under pressure, to deadlines.



**Office Location:** We are currently working remotely however, when Government guidelines allow us to return, this role will be office-based in Cheltenham

**Benefits :**  
25 days annual leave plus bank holidays  
Company Pension scheme, the Company will match employee contributions up to a maximum of 6% of basic salary  
Life assurance of 3 x basic salary for members of the pension scheme  
Bupa Private Health Care Scheme with employee contribution  
Employee Assistance Programme

**Please note:** All applicants must hold a current permit or visa showing their right to work in the UK.

**To apply :** Email your CV and a supporting statement which tells us how your experience, skills and qualifications equip you for this post referring to the role profile found here [Communications and Marketing Manager - Role Profile](#), to [recruitment@ecctis.com](mailto:recruitment@ecctis.com)