

Campden BRI (Chipping Campden) Limited

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Campden BRI (Nutfield)

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Job Profile

Website & Digital Administrator Marketing

For enquiries concerning this job, please contact:

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Campden BRI provides scientific, technical, and legislative support to the food, drinks, and allied industries worldwide. The practical application of technical excellence lies at the heart of all that we do and is supported by our industry-leading facilities, expertise, and knowledge.

From analysis and testing and operational support to knowledge management, all our activities are built on an extensive programme of research and innovation steered by industry to ensure maximum commercial relevance.

We provide services to companies all along the supply chain, but offer discounts, access to expert advice and other benefits for those that come into membership. Many of our clients are major blue-chip companies and household names.

Locations

The Campden BRI Group operates from three sites in the UK and a fourth in Hungary. The role as advertised will be based at the Chipping Campden site but could require from time-to-time travel to other Group sites.

The site in Chipping Campden employs 300 full or part-time staff. A further 50 staff are employed at the site at Nutfield, Surrey and 20 staff are employed at our site in Budapest, Hungary. We also have a Consumer Test Centre in Leamington Spa.

Department: Marketing

This is a great opportunity to join a growing, enthusiastic, friendly, supportive, and multi-disciplinary team with responsibility for creating a range of marketing communications that engages our members & potential clients with the potential of our world class science and technology services. We do this through a range of communications channels and activities including:

- the development and maintenance of the corporate websites and related electronic communications
- development and publication of digital content such as articles, blogs, graphics, and case studies
- production of newsletters, brochures, leaflets, posters, and related materials
- production of audio and video media content
- management of the company's social media presence
- campaigns to promote designated aspects of our services and research activities
- coordination of the work of our Member Interest Groups (MIGs)
- provision of an in-house, centralised digital print facility
- management of specialist suppliers such as PR, marketing, and communications agencies
- handling of media enquiries.

We also play a significant role in internal communications in the business - promoting awareness of business and other developments – for example, through our Intranet i-comm.

Duties and responsibilities:

This role sits within the Design & Production team at Campden BRI, providing administrative support to digital projects, and will be key to ensuring activities are delivered in a timely manner. It will require collaboration with colleagues within the department and outside. It offers a development opportunity for building experience working on web and digital projects.

Duties:

Update content on intranet and corporate websites (80%) including:

- Manage and implement updates to ensure key areas of corporate websites and intranet are current
- Help update and maintain specialist client contract websites for client results delivery

Support and Administration (20%)

- General administration and DAP support activities
- Print room leave cover
- Receipt of on-the-job training and development
- Production of video and audio content

Specifically, you will:

- To maintain Campden BRI's websites and intranet platform, in particular being responsible for day-to-day updates, including creation/editing and publishing of new pages and sections.
- To administer incoming requests to the DAP team, via email and telephone, escalating requests and queries as required.
- To provide general administration support to the DAP team and wider marketing team as requested.

Qualifications and competencies

- Good standard of education including GCSE English & Maths
- Demonstrable basic experience coding web pages using HTML/CSS
- Photoshop skills an advantage
- An interest in, and an understanding of video and audio production an advantage
- A very basic understanding and recognition of PHP/JavaScript/ jQuery would be useful but not essential
- Experience using Microsoft packages - word/excel/outlook/PowerPoint

Key skills

- Help identify and solve html / web code issues (as they arise)
- Work with colleagues, and following corporate style guidance, set-up high quality consistent page layouts and images
- Assist with audio production and editing
- Work with your line-manager and colleagues to assess and priorities work effectively

Pay and benefits

Salary:	Guide £17,700 - £20,000pa depending upon experience Working hours 8.45-5.15 Mon to Thursday, 8.45-4.30 Fridays (38 hrs)
Grade:	G1
Holidays:	25 days plus public holidays and a buying/selling holiday scheme.
Pension scheme:	Campden BRI operates a pension scheme
Training:	Campden BRI is committed to ensure all staff receives appropriate training to support their job function and business needs.
Health:	Campden BRI operates a 'permanent health scheme' if you are unable to continue work for health reasons and a 'death in service' scheme.
Others:	Other benefits include subsidised restaurant/vending machine and parking on site.

Further Information

If further information is required, please visit our website www.campdenbri.co.uk