



Marketing and Communications Coordinator

Trade in Space specialise in developing cutting-edge solutions that empower businesses to navigate and comply with the rapidly evolving landscape of sustainability legislation. Our focus spans crucial areas such as deforestation, traceability, and environmental impact. As a team, our collective mission is to create a positive impact on the world. We achieve this by cultivating our individual expertise, fostering creativity, and generating innovative solutions and ideas to contribute to a meaningful cause. We are a hybrid team offering flexible remote working; however, we do host regular co-working days in Edinburgh and Glasgow.

Position Overview: This is a new role with significant potential for growth. We need someone to drive our digital presence in the market. This position involves coordinating email campaigns, social media marketing, website content updates, and analytics reporting. It will require a proactive individual who is detail-oriented and has experience with digital tools and platforms. You'll also be executing marketing efforts for events, including trade shows, conferences, and webinars.

Responsibilities

1. Content Creation and Distribution

- Management of our LinkedIn, Instagram and Medium accounts.
- Monitor and report on engagement statistics
- Recommend and enact optimisations
- Manage production of print media, promotional materials and advertising.
- Create and distribute press releases

2. Communication

- Monitor and respond to media enquiries.
- Manage CRM tools ensuring leads are tracked.
- Collaborate with Sales to ensure alignment on goals and messaging.
- Contribute to the team's growth by sharing knowledge, insights, and expertise.

3. Team Collaboration

- Work collaboratively with a team to deliver on group goals and targets.
- Maintain regular communication with the cross-functional team to ensure milestones are met efficiently.
- Contribute to the team's growth by sharing knowledge, insights, and expertise.

Experience, Knowledge and Attributes

- Bachelors degree or diploma in Marketing and Communications or relevant experience.
- Familiarity with social media (Linkedin, Instagram) management.
- Familiarity with CRM tools like Mailchimp and Hubspot.
- Basic graphic design skills.
- Excellent written communication.
- Ability to work effectively within tight deadlines.
- Positive attitude and enthusiasm.
- Eagerness to learn and adapt.

Nice to have:

- Spanish-speaking proficiency.

Perks:

- Flexible hybrid working environment.
- Flexible working hours around core meetings and events.
- Opportunity for growth and progression.
- Potential for international travel.
- Company perks programme with discounts on big brand retail and travel.
- Opportunity to work with cutting-edge technologies in a forward-thinking startup.
- Join a close-knit team of environmentally minded individuals.
- Salary range £25,000 to £30,000

How to Apply

If you're excited about the opportunity to contribute to a mission-driven startup and believe you have the skills we're looking for, we'd love to hear from you!

1. Send us your CV.
2. Submit a draft LinkedIn post announcing that Trade in Space will be exhibiting at the Climate and Coffee Expo 2024.

Your LinkedIn post should:

- Be clear, professional, and engaging.
- Highlight why we're attending and why visitors should connect with us (this is a hypothetical event, so feel free to get creative!).
- Include relevant hashtags.
- Be approximately 150 words.

Send to: hello@tradeinspace.com

Applications will remain until we have the right candidate, so if you're interested, we encourage you to apply as soon as possible.



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