



JOB SPECIFICATION

JOB TITLE:

Freelance Junior Social Media Assistant (Part Time)

LOCATION:

Ramsgate, Kent (Remote available)

LEVEL:

Entry-level

WHO IS THIS ROLE IDEAL FOR?

The ideal candidate is a motivated and creative individual with a genuine passion for social media and digital marketing. This position is ideal for recent graduates or current students pursuing a degree in marketing or communications. It offers practical experience that complements your studies and adds credentials to your CV.

JOB DESCRIPTION:

As a Junior Freelance Social Media Manager, you will play a vital role in managing and enhancing the social media presence for both our clients and Truene Creative. This position offers a fantastic opportunity for individuals eager to gain experience and advance their careers in social media marketing. You will receive training to develop your skills and will actively participate in productive client meetings, presentations, and workshops.

ABOUT US:

At Truene Creative, we believe in the power of storytelling through social media. Our agency is dedicated to elevating brands and connecting them with their audience through innovative strategies and engaging content.

We are currently looking for a motivated Junior Freelance Social Media Assistant to join our growing team on a part-time basis, with a minimum of 10 hours per week. You will collaborate with the team and our partners to create and implement effective social media strategies that align with our clients' objectives while also maintaining the brand voice of Truene Creative.

KEY RESPONSIBILITIES:

- Assist in developing and implementing social media strategies for client accounts and the agency.
- Create and schedule engaging content tailored to target audiences across platforms (Instagram, Facebook, LinkedIn, etc.).
- Monitor and engage with followers, responding to comments and messages in a timely manner.
- Help analyse social media performance metrics to gauge success and identify areas for improvement.
- Collaborate with team members to align social media initiatives with broader marketing campaigns.
- Stay up-to-date with the latest trends and best practices in social media marketing.

QUALIFICATIONS:

- Some experience in social media management or marketing is preferred, but not required.
- Strong understanding of various social media platforms and their respective audiences.
- Excellent written and verbal communication skills.
- Creative mindset with the ability to generate engaging content ideas.
- Eagerness to learn and grow within the role.

WHAT WE OFFER:

- Flexible working hours that vary based on project needs.
- Comprehensive training and mentorship to help you develop your skills.
- Opportunity to work with a diverse range of clients and industries.

HOW TO APPLY:

If you are passionate about social media and eager to learn and grow your skills, we'd love to hear from you! Please send your CV and a brief cover letter to hello@truenecreative.com.