

# Newbold College of Higher Education

Berkshire, England

is seeking to appoint a part-time person (50%) as a

## Marketing Assistant

*To commence 1 March 2024*

The successful candidate will have most of the following:

- an appropriate qualification in administrative and/or marketing/sales assistance
- appropriate experience in administrative and/or marketing/sales assistance
- a commitment to the message and mission of the Seventh-day Adventist Church
- a positive experience of working in a multinational and multi-cultural environment
- an interest in and enthusiasm in engaging with people

The successful applicant, as directed by the Head of Marketing and Communications, will be expected to:

- manage contact databases for all stakeholders, including leadership throughout the Trans European Division (TED), alumni, students and staff
- organise 'Visit Us' and 'Open Days' events for prospective students and their family members on campus
- organise and/or participate in recruitment events on and off campus, including setting up the booth, gathering contact details, making travel arrangements where appropriate
- engage with prospective students and follow-up interests and enquiries in a timely manner

Newbold College of Higher Education is the Trans European Division of the Seventh-day Adventist Church's College of Higher Education.

- Newbold's **Centre for Mission and Ministry** offers quality theological education in a multi-cultural European context. It offers a range of academic and professional pastoral education programmes at both the undergraduate and postgraduate levels in full-time and part-time modes at on- and off-campus venues.
- Newbold is also reintroducing its **English Language Centre**, in both Summer School and Semester formats.

Salary is according to the denominational scale.

***Applicants must obtain the right to work in the UK prior to employment.***

A letter of application, a current CV and the names and contact details of two referees, should be sent to:

HR Officer  
Newbold College of Higher Education  
St Marks Rd  
Binfield, Berkshire, RG42 4AN  
UNITED KINGDOM

Tel: +44 (0) 1344 407407  
Email: [hr@newbold.ac.uk](mailto:hr@newbold.ac.uk)  
Web: [www.newbold.ac.uk](http://www.newbold.ac.uk)

The deadline for receipt of applications is **19 February 2024**

***Life changing: Faith affirming***