

World Egg Organisation

Communications & Marketing Assistant

Job description (full-time)

We have an exciting opportunity for an enthusiastic individual who is looking to expand their skills and develop a rewarding career delivering proactive and effective communications in the agri-food industry.

This varied and evolving role will see you join a small but dynamic team who are responsible for promoting and building the reputation of the egg and the egg industry globally.

The successful candidate will support the delivery of the organisation's communication and marketing activities across internal and external channels. You will enjoy presenting messages in a creative way while writing for a range of mediums, including our social media channels, newsletters, and website.

In return, we will support you in gaining knowledge and expertise across different areas of communications and marketing in an international environment.

If you are a team player with good organisational skills and a high attention to detail, then we would love to hear from you.

Duties and responsibilities

- Work closely with the Global Communications Manager on a wide range of communications and marketing projects, activities, and outputs
- Supports the researching, drafting, proofreading and creation of written and visual content for internal and external communication channels in a timely manner
- Co-ordinates the organisation's digital plans, supporting the day-to-day management of the websites, social media and e-newsletters
- Administrative duties including maintaining databases and content calendars
- Supports the planning and delivery of communications which promote World Egg Day
- Research matters that are important to the organisation and its priorities
- Fact check and proofread all outgoing communication material
- Supports the wider team as needed

Skills to fulfil the role and responsibilities

- Excellent writing, editing and proofreading skills
- Understanding of communications, marketing, and digital media, including different social media platforms and the content best suited to each
- Strong organisational skills with ability to work in a fast-paced environment to meet deadlines independently
- Great attention to detail, particularly regarding visual presentation, grammar, and punctuation
- Excellent interpersonal skills and ability to collaborate with a wide range of people
- Proficiency with Microsoft Office, experience using Website CMS and Google Analytics would be an advantage, but full training can be provided
- Diligent, conscientious, and reliable
- A desire to support the development of the global egg industry.

Supervision

This position reports to the Global Communications Manager.

Travel

The ability to travel nationally and internationally may be required.

Location

The role is based at The WEO Centre, Eaton Manor, Eaton-under-Heywood, Church Stretton, Shropshire, SY6 7DH.

Salary

A competitive salary is available for the right candidate.

Application Process

To apply, please send a full CV and covering letter to amy@internationalegg.com detailing what you can bring to the advertised role by Sunday 23 May.

Please note we reserve the right to close this advertisement early if we receive a high volume of suitable applications.

About World Egg Organisation

The World Egg Organisation (WEO) is a global organisation, entirely dedicated to representing the egg. The WEO is made up of a group of international companies including the International Egg Commission (IEC) a global membership association representing the egg industry, the International Egg Foundation (IEF) an international charitable foundation, Global Initiative for Sustainable Eggs (GISE) an industry sustainability platform, and the International Egg Nutrition Centre (IENC) for the promotion of eggs in human health, as well as the running of an overseas event management company.

Within the WEO the IEC's core function is to represent the interests of the egg industry across the globe and has members in over 80 countries.

For more information, please visit: www.worldeggorganisation.com / www.internationalegg.com