



## **Marketing Executive**

**£22,021 to £23,369 (Band 4, SCP 13-16)**

**Full Time (37 hours per week)**

**Fixed-term for 23 months**

### **Join our Team**

NEPO undertakes high-value procurement in major strategic areas of spend in partnership with North East local authorities (known as our Member Authorities) and a range of nationwide Associate Members.

Our vision is to achieve benefits through collaborative procurement. This means that we are focussed on delivering positive outcomes for our Member Authorities, regional supply base and over 500 Associate Members from the wider public sector. In addition to delivering a collaborative procurement work programme of almost £300m, NEPO is responsible for the NEPO Portal and the NEPO Business Club programme of support for our suppliers.

You can find out more about NEPO and its work at [www.nepo.org](http://www.nepo.org).

### **The Role**

This is an exciting opportunity to join our friendly team as Marketing Executive. The postholder will support the Communications Specialist in promoting NEPO to a wide range of stakeholders, using a variety of channels.

We are seeking a candidate with excellent writing skills to help us share our successes and drive stakeholder engagement. You will have a good eye for detail and understand the importance of accuracy and presenting output in a professional style.

The successful candidate will use their experience of working in a communications role, to deliver effective campaigns, utilising a range of tools such as the NEPO website, social media, and email newsletters.

The role requires a team player with good interpersonal skills, who proactively strives to fulfil their responsibilities to the highest standard.

View the job profile for full details of the role.

## **Key Benefits**

NEPO is a forward-thinking organisation that supports personal development and provides a unique opportunity to work collaboratively across the North East public sector.

NEPO employees benefit from:

- Flexible working
- Access to technology that enables agile working
- Continuing professional development, including training opportunities
- Annual leave ranging from 25 to 30 days (depending on length of service), plus public holidays
- Eligibility to join the Local Government Pension Scheme
- Childcare Vouchers
- Salary Sacrifice Schemes

## **Important dates**

The deadline for applications is **23.00, Wednesday 27 November 2019.**

The provisional dates for interviews are 12<sup>th</sup> and 13<sup>th</sup> December 2019 at the Guildhall, Newcastle Quayside (NE1 3AF).

## **How to apply**

Applications will only be accepted via  
[www.northeastjobs.org.uk/otherorganisations/nepo/aboutus](http://www.northeastjobs.org.uk/otherorganisations/nepo/aboutus)

**No recruitment agencies or CVs please.**

For an informal discussion about the role, please contact Jenny Robins, Communications Specialist at NEPO (Email: [jenny.robins@nepo.org](mailto:jenny.robins@nepo.org), Telephone: 07976 828252).