



**MONTESSORI  
GROUP**  
Learning for Life

## **Marketing Officer**

Role type: Independent contractor

Salary: Dependent on experience

### **Main purpose of the role**

To support our organisational objectives and associated campaigns across a wide portfolio of programmes, training provision and charity initiatives. Our projects are often ambitious and innovative requiring dynamic presentation and marketing working collaboratively with senior staff to further the Group's strategic messages. This role will help to champion the Montessori brand and raise awareness of the Group's wider work through effective marketing activity, brand development, targeted campaigns, marketing collateral, corporate publications and digital media.

Working closely with colleagues (specifically Communications Staff; the Partnerships & Accreditation Manager and the Head of Education) activities will include supporting the administration of planned advertising campaigns, project launches and website /social media liaison.

This role is expected to work in a flexible, proactive manner and assist with general communications as necessary in a timely manner to maintain a high level of customer service from the organisation to its various stakeholders.

An awareness of social issues within educational initiatives would be beneficial in this role, additionally an ability to engage with a wide variety of industry and professional colleagues to support a rich and varied portfolio of sector-led and charitable development activity worldwide.

### **Key areas of focus**

- Work with a range of staff across the Group and its partners, liaising with external suppliers to implement planned marketing activity and assist with brand or marketing enquiries
- Plan and facilitate the production of high-quality marketing materials and communication tools, which engage and inform our wide and varied audience; particularly relating to our programmes and services.

Montessori St Nicholas Group  
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t. +44 20 7493 8300  
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VAT Number: 798 4680 56  
Registered Charity Number: 313636  
Registered Company Number: 00531204

Montessori St Nicholas Group is the working name of Montessori St Nicholas Ltd, a charitable company registered in England, and its subsidiaries.



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- Maintain brand assets (including logos, visual styles, photography, written style guides) and ensure that all communications utilise these assets and adhere to brand guidelines
- Manage and maintain our image library and marketing assets in accordance with our guidelines
- Produce reports on the impact of marketing activity for internal / external stakeholders

This role would suit an experienced marketing professional with qualifications to indicate an appropriate level of communication and written skill to confidentiality work within a global organisation. Experience of working with databases/ applications and design packages (such as Canva / Indesign or similar) would be beneficial.

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