



**Job Title:** Part- Time Communication & Marketing Executive  
**Company:** Harlequins Foundation  
**Reporting to:** Head of Foundation  
**Salary:** £13,000.00 per annum  
**Hours:** 20 Hours per week with flexibility  
**Role Purpose:** To assist and ultimately own the ongoing activation of Harlequins Foundation's marketing and communication strategy in order to increase awareness and stakeholder engagement.

**Key Responsibilities:**

- To develop and implement the Harlequins Foundation marketing and communication strategy.
- To raise awareness of the work of the Harlequins Foundation and the positive impact it has on our society
- To improve our understanding and augment our use of various media channels (both online and offline) to engage with new audiences and grow awareness.
- To use creative and innovative ways to promote our work.
- To build up a network of ambassadors, influencers and supporters.
- To be responsible for the delivery and execution of communication and marketing activation for our programmes and events; acting as the point of contact for all internal and external stakeholders.
- To improve internal communications surrounding the Harlequins Foundation activity and to align communications planning with the Club as appropriate.

**Skills:**

- Communications professional with 3+ years' experience across all Communication disciplines including internal, external, online and traditional.
- Experience of developing content to grow audiences through social media, websites and traditional media.
- Experience at developing content for owned, earned and paid channels.
- Understanding of tailoring content for different audiences to maximise effect.
- Experience of writing and executing Communications and PR Plans.
- Experience with Content Management Systems.
- Excellent writing skills.
- Experienced marketer with 2+ years of marketing experience.
- Experience of working on joint marketing projects with internal stakeholders.
- Proven track record of executing marketing campaigns.
- Experience of working with CRM tools.
- Understanding of the sports industry and experience of working within it would be advantageous.
- Excellent client relationship management skills.

#### Qualities:

- Committed and enthusiastic, collaborative team player.
- Self-starter with a real passion for detail.
- Ability to own and develop relationships, both internally and externally.
- Ambitious with a desire to undertake a range of tasks depending on the business needs.
- Fast learner with an appreciation of the necessity to meet deadlines.
- Intellectually strong, able to think strategically, yet understands operational detail.
- Excellent organisational skills with the ability to multi-task.
- Driven to excellence.
- Creative flair and ability for individual thinking.

#### Behaviours

- **Customer Focus** - Commits to meeting the expectations and requirements of internal and external customers; acts with customers in mind; values importance of providing high-quality customer service
- **Interpersonal sensitivity** - Interacts with others in a sensitive and effective way. Respects and works well with others.
- **Quality orientation** - Shows awareness of goals and standards. Follows through to ensure that quality and productivity standards are met.
- **Planning and organizing** - Organise and schedule events, activities and resources. Monitors timescales and plans
- **Initiative Taking** - Takes action to achieve goals beyond what is expected; drives to bring issues to a successful closure; self-starter.
- **Teamwork** - Responds and relates well to people in all positions; is seen as a team player, and is cooperative; looks for common ground, and solves problems for the good of all
- **Results orientation** - Focuses on desired results and sets and achieves challenging goals.

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to [jobs@quins.co.uk](mailto:jobs@quins.co.uk). Only successful applicants to be invited for interview will be contacted.