



Trilogy Mission

'Inspiring Active Lifestyles'

Job Description

Job Title:	Marketing Assistant
Scale Point:	SCP 24
Salary:	£25,021 Pro Rata – 20 Hours
Responsible To:	Marketing Communications Officer

Trilogy Culture (Behaviours & Values)

- **One Trilogy Team** - Working together, respect, open & honest, positive communication
- **Encourage Creativity** – Support innovation, try new ideas, adopt change
- **Be Constructive** – Adopt a positive, can-do anything is possible mindset
- **Deliver Excellence** – Provide the Customer experience you want to receive
- **Promote Wellbeing** – Self-care, support others, be active, work/life balance
- **Embrace Diversity** – Champion Equality, Diversity & Inclusion

Trilogy Team Purpose

The purpose of every team member is to work together in a positive, creative fashion as one team to deliver the core values and company strategy. To adopt the behaviours and company culture to promote, encourage and achieve excellence as a Wellbeing organisation to improve the lives of people in our community.

Organisational Duties & Responsibilities

- Act in accordance with, and positively promote, Trilogy policy and procedures
- Work with the team to deliver the best possible customer experience
- Adopt and adhere to Trilogy Safeguarding Policy, Procedures and Practices
- Adopt all Health & Safety and all legal compliance in all areas of the business
- Influence, teach and support your colleagues to achieve excellence
- Be accountable for knowing all company processes, policy, and relevant information
- Communicate, feedback, and promote the company values
- Work with the team to deliver the aims and objectives within the company strategy

Individual Duties & Responsibilities

- Content creation for Trilogy Active and Berzerk social media channels in accordance with the social media content plan and current social media trends. Platforms to include Facebook, Instagram, TikTok, LinkedIn and X.
- Respond to comments and messages across social media channels in a timely manner.
- Monthly social media performance reporting highlighting areas for improvement to increase reach and engagement.
- Manage content updates to Trilogy Active and Berzerk websites ensuring information is relevant and correct.
- Proactively manage Trilogy Active/Berzerk Google listings and reviews.
- Assist with the production and installation of printed promotional materials for centres as required.
- Liaise with digital, PR, design and print agencies as required.
- Assist with other marketing duties as required.
- To carry out any other duties which fall within the broad spirit, scope, levels, and purpose of this job description.

Job Demands

- A keen interest in social media and content creation.
- Enthusiastic, motivated, and creative person with an eye for detail.
- Travel and work from any associated Trilogy facilities, as required.

Essential Attributes Required to Work for Trilogy

- Possess the culture, values, and behaviours of the company
- Knowledge and experience in relation to the post
- Ability to learn, develop and accept challenge
- Constructive, open minded and a positive communicator
- A team player who want's others to succeed
- A flexible problem solver

Equality, Diversity & Inclusion

Diversity drives innovation and we are committed to promoting equality, embracing diversity, and enabling inclusion through positive Wellbeing experiences. Trilogy is committed to educating itself, its workforce, and its customers to celebrate Equality, Diversity, and Inclusion.