



# Harrison Spinks

The True Bedmakers

Harrison Spinks  
The Innovation Centre  
Westland Road, Leeds, LS11 5SB  
[www.harrisonspinks.co.uk](http://www.harrisonspinks.co.uk)

<b>Job Title:</b>	<b>Junior Marketing Assistant (12 month fixed term contract)</b>
<b>Reporting to (position):</b>	<b>Assistant Brand Manager</b>
<b>Location:</b>	<b>Leeds, West Yorkshire</b>
<b>Start Date:</b>	<b>1st July 2020</b>

<b>Our Values &amp; Behaviours:</b>	
Harrison Spinks is an award-winning, innovative and rapidly expanding business just 2 miles south of Leeds city centre. We are an exciting and growing business: we encourage innovation and are proud of our quality. The company is highly vertically integrated from drawing our own wire, blending our own upholstery and even owning a 300 acre farm to rear sheep and grow fibres for our natural fillings blends.	
<b>Innovation</b>	Innovation is tradition at Harrison Spinks. In the quest to align our processes and become ever more vertically integrated we are constantly testing and finding new ways to improve the way we make our products. We have our own team of development engineers to push the boundaries and new thinking is always encouraged.
<b>Quality</b>	Quality is key to our handmade comfort products and you'll see that the entire team who work at Harrison Spinks take care in everything they do. Often we don't do things because they are easier, they take time but it results in a superior product and everyone takes pride in their work.

<b>Job Objectives &amp; Responsibilities:</b>	
<ul style="list-style-type: none"> <li>• This role is ideal for someone wanting to gain a wide breadth of marketing experience in an in-house environment and be exposed to the full marketing mix. You don't necessarily have to be studying a marketing or business related degree but an enthusiasm for copy writing and communications is essential.</li> <li>• The role will be extremely varied and fast paced.</li> <li>• The ideal candidate will be an excellent copy writer and a social media enthusiast. You will gain insight into how a brand utilises social media marketing and learn how to create, publish and analyse content across different channels.</li> <li>• It is essential that you enjoy writing, have perfect grammar and an excellent eye for detail with the ability to work to deadlines.</li> <li>• You'll be part of our expanding marketing team and during the placement you'll become involved in every corner of the business.</li> <li>• Over the course of the placement you'll be exposed to: New brand/product launches, digital marketing including social media, content management, Google Analytics and SEO, PR and advertising, in-store POS, displays and direct to consumer brochures and collateral, as well as internal communications and event management.</li> <li>• This role would suit a creative individual looking to develop their storytelling and writing skills, who has a passion for digital content.</li> </ul>	

<b>Main Duties:</b>	
<ul style="list-style-type: none"> <li>• Report to the Assistant Brand Manager</li> <li>• Creating, drafting and managing all social media content across Facebook, Twitter, Instagram, YouTube and LinkedIn</li> <li>• Daily monitoring and updates to the website and retailer portal</li> <li>• Creating and drafting regular blog content for the website</li> </ul>	

- Generating, interviewing, writing and editing copy for the monthly company newsletter
- Delivering impactful internal communications to share company messages through a number of channels
- Liaising with external digital agency on the creation of design assets for social media and blog posts
- Managing and responding to customer web enquiries
- Monitoring and reviewing retailer assets
- Communicating clearly and confidently to both internal and external stakeholders in both written and verbal interactions
- Supporting the Head of Digital and wider marketing team with a range of tasks as required

To find out more about life as a placement student at Harrison Spinks visit  
<https://www.youtube.com/watch?v=DymngGKA9FM>

**Person Specification:**

- A love for copy writing and perfect grammar
- A social media enthusiast
- An excellent eye for detail
- Fantastic time management skills and ability to prioritise workload
- Great at working to deadlines
- A hardworking and enthusiastic attitude
- Excellent communication skills
- High motivation
- The ability to work independently and in a team
- Creative flair
- An interest in photography and videography
- Passionate about a career in marketing

**How to apply:**

Send your CV and covering letter, including your availability, as to why we should hire you to:  
**Claire Burns, HR Manager, Harrison Spinks, The Innovation Centre, Westland Road, LS11 5SB**  
 Email: [cburns@harrisonspinks.co.uk](mailto:cburns@harrisonspinks.co.uk)

Interviews to be held in March with candidate selected before Easter.

*Please note this role is a 12 month placement position, for college and university students looking for a sandwich placement year and is not open to graduates.*

<b>Salary:</b>	£17,100
<b>Benefits:</b>	Holidays 30 days (inc. bank holidays) and pension (auto-enrolment)
<b>Closing Date:</b>	Sunday 1 <sup>st</sup> March 2020