

Leadership and Team Development Company



Recruitment Pack



Our Mission

We are looking for a Marketing and Business Operations Assistant to join the Leaders by Nature team.

What we believe

Business can solve all of the world's problems. When people have the skills to live and work in harmony, employees, business and the world thrive.

What we do

We help leaders and teams understand their default patterns of behaviour so they can reduce stress, align as a team and accelerate their results. We provide Equine Facilitated Leadership experiences that change the lives of people and business.



This role is part of the government Kickstart scheme and is available to 16-24 year olds who are currently unemployed. Full training will be provided.



What are we looking for?

- A marketing and operations assistant to provide support to the business owner
- Someone who shares our values – courage, compassion, harmony
- A desire to learn quickly and be a team player
- Excellent verbal and written communication skills
- Experience or interest in marketing and design and confidence in using IT are desirable, however full training and support will be personalised based on experience
- Commitment to delivering operational excellence



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Marketing and Operations Assistant

This role will oversee the marketing and operations of the business. You will provide support to the business owner and work alongside her on a daily basis.

Marketing

Marketing responsibilities include liaising with suppliers, performing online research, editing articles and posting them online, updating website pages, marketing materials and blog posts, managing the marketing plan and ensuring the marketing objectives are set for the month and tracked, creating marketing brochures, presentations and materials.

Operations

Operations responsibilities are varied and include documenting and managing the office processes and procedures, tracking and updating the IT system with actions, providing reports and status updates, tracking and ordering office supplies.



**25 hours a week. Hours to be agreed.
No experience required as full training will be given.**



Why work for Leaders by Nature?

- You will be part of a values-led business
- We believe work should be life-enhancing for everyone
- We'll provide personalised training and support
- We commit to your development
- We act with integrity and honesty
- An opportunity to support a growing business



"I've never worked for someone before who genuinely cares as much as you"



Get to know us first

We want you to enjoy working with us so please get to know us before applying.
You can find out about our services at www.judejennison.com.

What we do

- Online masterclasses
- Leadership and Team Development with horses
- 1-2-1 leadership coaching with horses
- Online leadership academy – coming soon!
- Author and speaker



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How to apply

This job is part of the new government Kickstart programme so all applications must be done via the Job Centre.

Contact your local Job Centre and ask them about this role - quote Jude Jennison and Leaders by Nature.

Please include a CV and covering letter with your application saying why you want to work with us and quote the Job Centre ID. Feel free to send a short video as well if you wish.



CLOSING DATE FOR APPLICATIONS IS 30th APRIL 2021



What clients say

"One of the most enlightening experiences ever!"

"I highly recommend working with Jude and her horses."

"An incredibly powerful day of learning"

"Absolutely incredible and enlightening!"

"Jude and the team are great to work with"

"Your words, your calm voice, your entire demeanour, and your kindness are like a balm to the soul. "

"A truly amazing experience!"

"Uplifting and inspirational"

"Amazing and impactful"

"3 months later, we turned our loss-making division back into profit."



Interested in joining us?

This is a Kickstart role available to 16-24 year olds on Universal Credit.

Contact your Job Centre Work Coach and ask for the job ID and details of how to apply



CONTACT YOUR WORK COACH AT THE JOB CENTRE



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www.judejennison.com

Tel: 07584 248822

Linked in: Jude Jennison