

# Social Media/ Content/ Studio Assistant

<b>Reports To</b>	<i>Founder &amp; CEO</i>
<b>Location</b>	<i>West Dulwich. Parkhall business park. SE21</i>
<b>Hours of Work</b>	<i>25 hrs a week/ 4 days a week. Although some flexibility would be desirable.</i>
<b>Salary</b>	<i>Hourly Rate e.g. National living wage or minimum wage.</i>
<b>Eligibility</b>	<i>Candidates must be 18-24 yrs old on job seekers allowance. Apply via your job centre manager quoting our reference: RewindbotanicslimitedSE218EN</i>
<b>Jobs available</b>	<i>1 x asap start</i>

## Company description

Launched in 2018, Verdant Alchemy is a bath and wellness business producing hand-crafted artisan bath products to help people rest, refuel, and thrive in modern life. We are based in West Dulwich/ West Norwood and looking for a hardworking individual to join our small team in producing small-batch products.

## Job description

At Verdant Alchemy, we are looking for a hardworking, organised and creative **social media, content & studio assistant** to support the founder in the management of social media, marketing and the studio. The successful applicant will help the brand with content creation and create memorable experiences with our audience. Photography, video, post editing skills, and a creative eye would be beneficial.

If you live in or around West Dulwich/ West Norwood/ South East London and have an interest in botanical, natural beauty, this might be the job opportunity for you.

## Job Responsibilities

- Creation and execution of the content calendar: Creation of quality creative content for our blog & social channels. This requires some creative flair/ graphics experience and confidence in copywriting.
- Create content: Including photography and making videos plus editing.
- Driving social media KPIS across different platforms to drive awareness, engagement, and sales.
- Email marketing management.
- Writing blog posts.
- Manage our social media channels, especially Instagram and Pinterest. This includes road mapping and creating monthly social media plans.
- Reaching out to other brands for potential partnerships including competitions and giveaways.
- Work with the founder to develop launch strategy and communications of new products launching this year.

- Support the founder in other aspects of the business if necessary. Including studio support and e-commerce fulfilment support the business.
- General admin support.

## **Skills**

- Able to understand clear instruction.
- Be able to work in a team or individually.
- Good knowledge in social media and its platforms.
- Good copywriting skills
- Enjoys being creative.
- Ability to take good photography. Experience using adobe/ photoshop.
- Ability to create videos and edit.
- A keen eye for detail
- Being a self-starter with a high level of energy
- Team player with strong, consistent work ethic
- Energy, enthusiasm, positive, commitment and a can-do flexible attitude
- Quick and effective problem solver
- Work well under pressure and have the ability to meet tight deadlines