

DIGITAL EXECUTIVE ROLE

COMPANY DESCRIPTION

Our vision is to educate businesses and learners of emerging sectors that promote global environmental sustainability.

Our mission is to be the leading global knowledge platform for digital transformation, e-mobility, automation and productivity, RPA, connected supply chain, and digital marketing.

Our values focus on creating new opportunities for clients, employees and learners, removing historic inequalities driven by location, gender, class and ethnicity.

JOB DESCRIPTION

£24,000, flexible 37.5 Hours.

First roles are to be based within the West Midlands. However exceptional candidates from outside this region and internationally will be considered.

JOB OVERVIEW

We are looking for individuals to join our team who are enthusiastic, detailed, and adept in digital skills. Your role will support Elevate.ac to be the leading global business and knowledge platform.

Roles are flexible on location & working hours, to enable the best talent to work for us.

RESPONSIBILITIES AND DUTIES

- Client management, senior level interaction with global clients, management of their digital account (social media, postings, content production)
- Grow client base, develop strong client relationships, support storyboard creation and content production, including research into the client's sector, customers and competitors.
- Manage Digital Production and Digital Marketing

ESSENTIAL SKILLS AND KEY TASKS

- Social Media Management
- Branding + Optimisation
- Content management for Client
- Video production

- Editing
- Closed captioning, transcription and key messaging
- SEO, tagging and keywords
- RPA tools and mastery, including Hubspot, Zubtitle, Asana, Zapier, Dux

QUALIFICATIONS AND EXPERIENCE

Skills that match our requirements. This could be through formal and/or informal education, work experience or hobby.

PERSON SPECIFICATION

- Have strong ability to lead projects
- Have good relationship building skills at all levels of organisations
- Consistently deliver high quality and accurate work
- Have comprehensive experience using digital platforms
- Excellent communication skills - both verbal and written

BENEFITS OF WORKING FOR ELEVATE.AC

- Working from home
- Flexible working hours
- Career progression
- We will fill the gaps in training through directed learning

TO APPLY

To qualify for the application process for a role with Elevate, you must first complete 7 Elevate programs; 4 within the Digital Skills Foundation program and 3 others of your choice. If you live within the West Midlands Combined Authority area, please email support@elevate.ac for your free code.