

## SOCIAL MEDIA ACCOUNT 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

Elevate.ac are a fast growing business who are looking for a savvy individual to join the team on a part-time basis.

Salary is up to £18,000 FTE

The post is for 20 hours per week, working flexible hours to fit in with their schedule. The job is perfect for parents who have a busy home life and want a role that they can work around children. Equally, this job is open to anyone and we would consider applications from anyone who is strong on all social media platforms, has a 'can do' attitude and would like to work in a fast-paced team.

### RESPONSIBILITIES AND DUTIES

- Client management, senior level interaction with global clients, management of their digital account (social media, postings.)
- Support of the Digital Executives, developing Elevate.ac content, postings, SEO, digital traffic.
- Social Media Management for clients inside and outside of the UK. This could be up to but not exclusive to 30 accounts
- Basic set up of accounts, ensuring brand essence is strong and the platform is suitable.
- Ensure branding and optimisation are key throughout all accounts.
- We would like to see applications from those that are willing to work hard and produce a high standard of work.

### PERSON SPECIFICATION

- Have comprehensive experience using digital platforms
- Have experience in using social media for a business purpose
- Can see trends and adapt quickly to them
- Have a keen eye for detail

- Will work hard to deliver the business goals
- Have good relationship building skills at all levels of organisations
- Consistently deliver high-quality and accurate work
- Excellent communication skills - both verbal and written
- Self-motivated to work within the Elevate.ac team and with global clients
- Can use raw information from clients and create a professionally creative social media post
- Honest & confidential

Whilst we don't require formal qualifications from all candidates, we require evidence of knowledge and skills that match our requirements. This could be through formal and/or informal education, work experience or hobby.

To join the Elevate Team, it is key that you have a strong desire to succeed and grow within an exciting global business, and align to our vision, mission and values.

## **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](mailto:support@elevate.ac) for your free code.