



Job Description

Marketing Executive

December 2025

12 - 15 Carliol Studios
5th Floor, Siemens House
5 Carliol Square
Newcastle upon Tyne
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Job title	Marketing Executive
Responsible to	Head of Marketing
Location	Newcastle Upon Tyne
Hours of work	Full time (Hours as per contract)
Role summary	We estimate that circa 30% of your time will be focused on marketing JUMP externally and 70% focused on strategically growing Key Client Accounts. What your role will comprise of: • Support the implementation of JUMP's marketing strategy • Assisting in the delivery of JUMP's marketing activity across social media channels, website copywriting, email marketing, digital and print advertisements and additional outreach activity • Presenting to clients, developing reports, analysing data, uncovering insights, and making recommendations for future marketing activity (for both JUMP and key clients) • Content creation and delivery across a range of online and offline channels (for both JUMP and key clients) • Writing and organising briefs for the design team at JUMP to follow • Communicating with clients about the work you have completed • Assisting Marketing Assistants with work and checking over work when required.
Requirements	• At least three (3) years' experience in a similar role • With marketing strategies and plans • Presentation and reporting • Task management system • Client-facing experience preferred, but not required • Degree in Communication, Media, Marketing, Business, or similar area of study preferred, but not required.
Responsibilities	• Assisting in developing and implementing JUMP's annual marketing calendar and key marketing projects on time and within budget • Work closely with the team to ensure JUMP's marketing activity and projects are delivered on time and to meet the objectives of the brief • Assisting in creating JUMP's content strategy that drives engagement and on-brand content across all channels and that is designed to drive conversion

- Assisting with developing individual marketing strategies and plans for Key Clients that JUMP can deliver to add value to their marketing activity
- Effectively using a task management system (Asana) to prioritise tasks and communicate effectively with the Head of Marketing
- Ability to think of creative solutions that help solve marketing problems and align with marketing goals for both clients and JUMP
- Uploading content to CMS systems for websites
- Time management, ensuring tasks are completed in a timely manner and following a dedicated timeline, including time for amends and quality assurance.

Key deliverables

- Content creation for clients following a pre-set marketing strategy
- Analysis and reporting to Key Clients on the success of activity, develop insights and make recommendations for the future
- Managing projects and multiple tasks from clients, including delegating tasks to the marketing assistants, once spoken with the Head of Marketing
- Identification of capacity and priority of your own tasks and some client accounts
- Assisting with invoicing and marketing research and analysis for proposals
- Regular internal communications
- Ability to create content in multiple channels – social media, email, blog posts, landing pages, advertisement copy
- Idea generation and educated input on JUMP marketing strategies.

Benefits include

- Company pension
- Profit Share scheme
- Company Health Cash Plan membership
- Generous holiday package including your birthday
- Apple MacBook laptop
- Bike to work scheme
- Access to our 'self-improvement fund' where you can claim up to £150 a year to spend on advancing your skills or knowledge or learning new ones
- Personal development plan
- A supportive team who values their employees and offer a good amount of flexible and remote working options
- A phenomenal culture in which to shine and flourish
- City Centre location.