



Job Description

Marketing Executive

December 2025

12 - 15 Carliol Studios
5th Floor, Siemens House
5 Carliol Square
Newcastle upon Tyne
NE1 6UF

+44 (0) 191 233 1454
info@wesayhowhigh.com

Job title	Marketing Executive
Responsible to	Head of Marketing
Location	Newcastle Upon Tyne
Hours of work	Full time (Hours as per contract)
Role summary	<p>We estimate that circa 30% of your time will be focused on marketing JUMP externally and 70% focused on strategically growing Key Client Accounts.</p> <p>What your role will comprise of:</p> <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• At least two 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	<ul style="list-style-type: none">• 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.