

JOB PACK

Digital Marketing Graduate

Creating homes.
Building lives.





ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

JOB DETAILS

Location:	Turner House, 56 King Street, Leigh, WN7 4LJ.
Holidays:	24 days leave per annum plus 3 days for Christmas closure (based on a 5 day working week) plus bank holidays, plus additional days after 2 years continuous service to a maximum of 5 days.
Pension:	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
Jigsaw Benefits:	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, BHSF health membership, enhanced maternity/paternity leave and training/development opportunities and much more. Please visit the benefits page on our website for more information!

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dbs to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dbs
Diversity:	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

JOB DESCRIPTION

OVERVIEW

You will be welcomed as part of our dedicated Marketing and Communications department which has a committed and passionate small team of experienced colleagues who work to help promote and protect the reputation of Jigsaw Homes Group.

You will be offered a structured training programme with exposure to all aspects of marketing with mentorship and support from an experienced team. There will be clear progression opportunities within the business and a friendly and supportive working environment where your ideas are valued. If you're enthusiastic about building a career in marketing and ready to learn by doing, we'd love to hear from you.

Role Summary

We are looking for an ambitious and creative Graduate Marketing Trainee to join our team. This is a fantastic opportunity for someone at the start of their career who wants to gain hands-on experience across a wide range of marketing activities. You'll be involved in campaigns from day one, helping us grow our brand, engage our audiences, and deliver measurable results.

You will assist with:

- Planning, execution, and evaluation of marketing campaigns across digital and offline channels.
- Help monitor campaign performance, reporting on results and suggesting improvements.
- Maintaining marketing content across all channels and platforms.

You will have excellent visual and creative skills and be highly organised, with the ability to manage multiple tasks and meet deadlines.

Responsible To: Marketing Manager- Property Sales

MAIN TASKS OR ACTIVITIES

1. Lead in the creation of engaging content for social media.
2. Conduct research and competitor analysis to identify new opportunities.
3. Work closely with different teams to ensure brand consistency and message alignment.
4. Provide support to the wider marketing team.
5. Produce and edit photography and video content to be used across digital platforms.
6. Conduct visits on site to obtain photography/video content and customer testimonials. (Candidates that can travel independently (e.g., by car) will be at an advantage.)
7. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures.
8. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
9. Carry out any duty which may be, from time to time, requested by the Chief Executive, Deputy Chief Executive or Group Directors commensurate with the position.

Candidate Requirements

Candidate Requirements:

- GCSE (or equivalent) Grade 5 or above in English and Grade 4 or above in Maths.
- Graduate in Marketing, Communications, Business, or a related field (or equivalent experience).
- Strong written and verbal communication skills, with an eye for detail.
- Creative thinker with the ability to come up with fresh ideas.
- Comfortable using social media platforms in a professional context.
- Confident using a camera and familiar with photography and video editing software (e.g., Adobe Photoshop, Premiere Pro, or similar tools).
- Experience with WordPress and Adobe InDesign is highly desirable.
- A collaborative team player, but also confident working independently.

JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



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