

Subscriptions Marketing Co-ordinator

Based in Cambridge, UK

Part-time (3.5 days a week, including Mondays)

We are currently looking for an experienced Subscriptions Marketing Co-ordinator to join our team. This role will liaise closely and proactively with the sales and marketing departments to deliver effective multi-channel campaigns aimed at increasing uptake of Read & Publish agreements by institutional libraries worldwide.

Your responsibilities will include:

- Management of email campaigns using Mailchimp or CRM system
- Maintenance of the website Library Hub, including reporting on updates to the sales department and reaching out to authors and librarians to obtain quotes
- Managing the attendance at conferences and events for sales team, updating the website and preparing post event reports
- Liaising with external designers to create marketing collateral for colleagues and library customers
- Management of announcements and press releases
- Monitoring various information sources for interesting news and initiatives, and carrying out market research as required
- Occasional travel may be required

The successful candidate will be expected to work well as part of a small team and act as the linchpin between sales and marketing. You will play a key role in strengthening the company's commitment to open access publishing and strengthening the company's profile internationally. As such you will need to have strong project management skills with an ability to prioritise, manage a varied workload and be able to work to tight deadlines.

Knowledge and skills required:

- High level of accuracy, including excellent numeracy skills and attention to detail
- Excellent communication skills, both written and verbal
- Demonstrable copywriting, proof-reading and organisation skills
- Creative, proactive and flexible approach
- Ability to work well under pressure, and to prioritise and meet deadlines
- Professional, discrete, trustworthy and reliable
- Knowledge of WordPress would be an advantage
- Continuously seek opportunities to improve or learn new knowledge and skills

The Company of Biologists is a not-for-profit publishing organisation dedicated to supporting and inspiring the biological community. The Company publishes five specialist peer-reviewed journals: Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models & Mechanisms and Biology Open. It offers further support to the biological community by facilitating scientific meetings, providing travel grants for researchers and supporting research societies.

The Company of Biologists is an inclusive organisation and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

This is an exciting opportunity within a well-established publishing company. The role is based in our attractive modern offices in Histon on the outskirts of Cambridge, UK and is a full time role, offering an attractive salary and benefits.

To apply, please send your CV by email to recruitment@biologists.com with a covering letter stating current salary, relevant experience and why you are enthusiastic about this opportunity by 30 November 2021.

