

WE'RE HIRING

SOCIAL MEDIA ASSISTANT

OCTOBER 2025



OVERVIEW

About the role

One2create is a creative, marketing and web agency based in Hampshire that works with a range of customers all over the world. We are a friendly team that work hard and are passionate about what we produce.

We are currently looking for a Social Media Marketing Assistant to join our team!

The role will be varied and involve a forward-thinking approach to the creation and delivery of social media marketing, taking into consideration the platform, the target audience, calls to action and desired outcome.

As well as this, you will be trained to support the marketing team with ongoing and ad-hoc marketing projects.

Duties & Responsibilities

You will be given guidance in all aspects of our online and offline offerings, with the ability to adapt your approach depending on the output required, the desired result and target audience.

Below are areas that you will have an opportunity to work on:

- Social media content creation (written and visual)
- Content scheduling (using various scheduling tools)
- Proofreading own and others' content
- Social media analysis of client and competitor offering

You may also be asked to carry out tasks in or related to (with training):

- Google Analytics
- Social media reporting tools
- Client kick-off meetings
- Client communications
- Client management
- E-newsletter creation
- WordPress population (blogs)

Our ideal candidate

We are looking for someone with excellent written English skills and a passion for social media and marketing.

With a keen eye for detail, you should have originality and imagination, be adaptable to fast-moving trends and able to pick up new strategies where needed.

Keeping up to date with changes and how this affects our business, and our clients' businesses is a must.

You must be able to adapt your writing style in accordance with various clients' tone of voice. You should have good interpersonal and communication skills and be able to follow instructions on client briefs whilst using your own initiative. You must be well organised and stick to agreed deadlines.

Skills

Essential:

- Microsoft Office Word
- Understanding of Facebook, LinkedIn, Twitter, Instagram and TikTok

Although not essential (as training will be provided), experience in the following would be advantageous:

- Social media scheduling tools
- Google Analytics
- Email marketing programmes like Mailchimp
- WordPress
- Design programmes (E.g. Canva)
- Video programmes (E.g. Capcut)

Reporting to

- Marketing Manager, part of the Marketing Team.

Working Hours

- Monday to Thursday 9:00 – 5:30
- Fridays 9:00 – 4:00pm

Job Type

- Full-time, Permanent

Salary

- From £19,500 - £23,810 per year

Location

We operate a work from home policy. You will be required to attend company/client meetings or content shoots when needed.

Due to this, you must be able to drive and have access to a vehicle as there is limited public transport.

Why work for One2create?

One2create is an award-winning agency based in Hampshire providing creative, marketing and web services to a wide variety of clients. This means every project is different and exciting as one minute you could be working on behalf of a new business start-up, the next with a global multi-million-pound corporation.

We are a small but perfectly formed team of experts within our field, but always looking to learn more. We work together to share knowledge and help each other out.

Benefits

- A competitive salary
- Twenty days holiday per year plus Bank Holidays.
- Additional day off for your birthday
- Additional day off for Christmas
- Finish early Fridays
- Company pension
- Ongoing training opportunities
- Future career progression
- Private healthcare

Please send your CV to ecattermole@one2create.co.uk