

WE ARE HIRING!

Social Media Manager, Trainer
& Exeter Office Lead



Job title: Social Media Manager, Trainer & Exeter Office Lead

Location: Exeter, Devon [working from home with requirement to work at Introtweet HQ, Taunton twice per month & Exeter office when necessary]

Salary: £25,000 per annum with bonus pay structure

Start Date: 1st July 2021 [we can be flexible for the right candidate]



Exeter Office Address:

Exeter Business Hub
Queensgate House
48 Queen Street
Exeter
EX4 3SR



Who is Introtweet LTD?

Introtweet was established in 2013 & the company has since achieved a brilliant reputation in their local area, across the UK & internationally – winning a number of awards in the process. The Introtweet team help businesses maximise the potential of Social Media via management, training & workshops. Their clients include industry leaders such as Burgess Yachts, South West Water, Heidelberg & the England & Wales Cricket Board.

Due to client success, increasing workload & exciting growth plans the Introtweet team are soon to be launching an Exeter office to work alongside their current HQ in Taunton. Introtweet is a growing business & now marks the perfect time to add an Exeter branch to the business. This is an exciting development for the team which in turn creates this exciting job opportunity full of potential for the perfect candidate.



The Introtweet way explained...

Innovative, Energetic, Enthusiastic, Friendly, Supportive, Outgoing, Dedicated, Hardworking, Caring.

This isn't simply recruitment for a "Social Media expert"; it's recruitment for a new member of the team who will be a huge part of Introtweet's exciting & ambitious growth plans. To the Introtweet team your Social Media ability is of far less importance compared to your skills & attitude. We need a driven, determined & enthusiastic individual who will be a huge asset to the team. Social Media skills can be trained – your energy & attitude can't be.



The successful candidate will be...

The successful candidate will be eager to make Introtweet's new Exeter office a success. They will be eager to learn new skills & the “Introtweet way” for the delivery of Social Media management & training. They will be a proven public speaker with the ability to represent Introtweet at numerous events, alongside being able to lead Introtweet's highly revered Social Media training & workshops. The role will be client facing & the successful candidate will represent Introtweet’s Exeter office when it comes to networking, client communication & bringing in new clients. The successful candidate will have the chance to put their own stamp on Introtweet’s growth plans & become a key, **long-term player** in the growth of the business.



What you can look forward to:

- Become part of a thriving, growing & successful team whilst playing a key role in the growth of the business & Introtweet's new Exeter office. You have the chance to make your mark.
- Full Social Media training provided – learn the “Introtweet way” to deliver our Social Media Management, Training & admin responsibilities.
- Exciting opportunities & varied working day
- 28 days holiday including public holidays
- Your birthday off
- Christmas period off
- Bonus pay structure based upon bringing in new clients
- Excellent opportunity for personal development & training
- Opportunities for further development as our team grows
- Company pension
- All necessary equipment provided

Your responsibilities:

- Proactively & enthusiastically increasing Introtweet's portfolio of clients
- Client Social Media Management including content creation, customer engagement & monitoring.
- Delivering detailed success reports
- Delivering 1-1 Social Media Training sessions & large-scale group workshops
- Provide training aftercare via our School of Social Media service
- Attend networking events representing Introtweet & speak at various events & opportunities as they arise. This will require flexible working hours – i.e Early mornings or evenings.
- Admin responsibilities for the running of our Exeter office, i.e emails, phone-calls, invoicing
- Actively be part of team meetings regarding setting targets, discussing new ideas & the growth of the business



What skills you will have:

Essential:

- A love of Social Media & marketing
- Excellent verbal & communication skills
- Excellent computer skills
- Comfortable with and can quickly learn new technology and software
- Strong presentation & public speaking skills. You will be a proven great communicator
- A Level education or higher
- Consistent attention to detail and quality
- An organised approach to work whilst remaining flexible to meet the needs of the business & clients.
- A calm problem solver with an eye for detail
- Driven & enthusiastic to succeed
- Ability to display initiative & think outside the box
- Must be a team player but able to work independently
- Ability to build rapport with a variety of clients & the local business community
- Full driving license & ability to travel when required

Desirable:

- Degree level education
- Social Media Management skills
- Graphic Design experience
- Professional trainer, e.g Teacher or in-house trainer
- Sales skills & experience
- Office Management experience
- Familiarity with certain applications – such as TweetDeck, Canva, Creator Studio, XERO.

**ARE YOU A DRIVEN INDIVIDUAL WHO
LOVES SOCIAL MEDIA? WE WOULD
LOVE TO HEAR FROM YOU.**

**YOU WILL ALSO BE REQUIRED TO LEAVE
DETAILS FOR REFERENCES – 1. A FORMER
EMPLOYER, 2. A CHARACTER REFERENCE.**

If you have any questions about the application or the application process please email Laura & Pete at hello@introtweet.com.

KEY DATES:

**JOB ADVERT LIVE – WEDNESDAY 24TH
MARCH**

**JOB ADVERT DEADLINE – SUNDAY 11TH
APRIL**

**INTERVIEW DAY – TUESDAY 20TH APRIL
[THIS WILL BE IN-PERSON & AT OUR HQ IN
TAUNTON]**

**ALL CANDIDATES INFORMED OF OUR
DECISION: FRIDAY 23RD APRIL**

**PROPOSED START DATE – 1ST JULY [WE
CAN BE FLEXIBLE FOR THE PERFECT
CANDIDATE]**

**HEAD OVER TO
OUR WEBSITE TO
APPLY NOW!**

