

Further Details

Communications Consultant

About us

The Knowledge Partnership is a specialist higher education consultancy, offering strategic, communications and marketing support for universities and other knowledge institutions. Its Cambridge office now seeks an assistant to support the director with duties including communications research, organising conferences and seminars, supporting the company's own promotional activity and providing administrative support.

The job

This post will suit a graduate with an appropriate degree, and some interest in/or experience of marketing, public relations or research. Attention to detail, IT skills and good writing skills are all pre-requisites. The job may be available on a part time basis. We are seeking an individual who is very organised and able to manage all administrative areas of our work and combine this with intelligent research and professional communications.

Clients

The clients we work with are mainly universities and further education colleges in the UK, but occasionally our work takes us further afield to Australia and New Zealand. An interest in higher education is very useful, although expertise is not essential.

Office location

Office location – we are currently located in an office in Bridge Street Cambridge, but we are due to relocate in the autumn. The new office will be in the Cambridge area. We have another office in Leeds, and associates around the country and in Australia.

Salary

Salary will depend on skills and experience but is likely to be £18,000 + We are committed to supporting staff to achieve professional qualifications

Application

Please return this short questionnaire, and enclose a cv and cover letter to L.simpson@theknowledgepartnership.com