



Marketing & Communications Officer

Role: Marketing & Communications Officer

Location: Cambridge Science Centre, Clifton Road, CB1 7ED

Reports to: Marketing and Communications Manager

Contract Type: Part-time (4 days per week, 0.8 FTE)

Salary: £28,000–£30,000 FTE, depending on experience (salary paid pro rata)

Cambridge Science Centre

For over ten years, Cambridge Science Centre has been sparking curiosity and a love of STEM (Science, Technology, Engineering and Maths) in young people across the East of England. We focus mainly on ages 4 to 11, because the evidence is clear: building confidence and interest in STEM early on can open up all sorts of opportunities later in life.

Our programmes are designed to be joyful, surprising and genuinely eye-opening: experiences that help young people see themselves and the world in new ways. Through hands-on exploration and open-ended learning, we aim to complement formal education and help every child find what excites them most about STEM.

We develop and deliver a wide range and style of STEM engagement content for young people from early years through to age 16, and we work closely with the parents, carers, community groups and educators who play such an important role in their lives.

Each year, around 30,000 young people take part in our activities and our goal is always the same: to help them imagine and shape a brighter future. With an ambitious new [Strategic Plan](#), our centres in Cambridge and Wisbech are building deeper, more sustained relationships with the communities that benefit most from what we offer.

Cambridge Science Centre is an independent educational charity (Registered Charity No. 1146349). Find out more at www.cambridgesciencecentre.org.

Job Description

As the Marketing & Communications Officer, you will be the driving force behind the day-to-day delivery of our marketing and communications activity. Working alongside the Marketing & Communications Manager, you'll be part of a small, ambitious team that delivers high-quality marketing and communications with creativity, pace and purpose. Your primary focus will be creating engaging content, managing our digital channels and delivering campaigns that increase footfall and raise the profile of Cambridge Science Centre.

This role requires an agile, proactive generalist who enjoys turning ideas into action, taking ownership of everything from social media and web updates to print production, paid promotions and promotional events. Whilst the Marketing & Communications Manager leads longer-term strategic priorities, you'll work together to build the infrastructure that

underpins a high-performing function, including asset libraries, streamlined workflows and efficient processes.

Your work will be fundamental to helping more people discover and engage repeatedly with Cambridge Science Centre. Through an audience-focused, data-informed approach, you'll promote our visitor centres in Cambridge and Wisbech, increasing footfall while creating compelling content that inspires families, schools, funders and corporate partners.

Success in this role will depend on building strong relationships across the organisation and working collaboratively with managers, engagement teams and external freelancers to bring campaigns to life.

Development opportunities will open in tandem with the Charity's growth, with the potential to explore strategic planning, campaign development, media relations, and community outreach in the future.

Ultimately, you will play a critical role in shaping how people see, experience and remember Cambridge Science Centre. We're looking for someone who is curious, creative and eager to learn; someone who enjoys contributing ideas, takes pride in delivering high-quality work, and is excited to grow their skills as part of a small but influential team.

Key Responsibilities

1. Channel Management & Content Delivery

- Plan, create and schedule organic content to drive engagement on social channels, primarily Meta and LinkedIn
- Set up and monitor paid digital and social advertising campaigns, tracking growth metrics
- Keep the WordPress website up to date by refreshing copy, uploading news, and optimising pages
- Coordinate, write, and distribute email newsletters tailored to families, schools and corporate partners
- Maintain online and print placements to maximise reach and organisational awareness
- Support communications cascades, tracking and logging regional press, media and other profile-raising coverage

2. Campaign Execution & Production Coordination

- Execute advertising campaigns to maximise footfall at our Cambridge and Wisbech Centres during seasonal peaks and holidays
- Capture, edit and organise photo and video content to build media library
- Collaborate with internal delivery teams to identify opportunities that illustrate impact, working with stakeholders to form compelling content

- Design basic assets on Canva and liaise with external freelancers on advanced artwork/video
- Ensure marketing materials and content align with strategy and values, maintaining brand consistency and ensuring time and cost efficiency
- Manage the print pipeline of physical marketing assets (leaflets, banners, posters, flags etc), managing the process from design to delivery and maintaining quality and stock levels

3. Operational Infrastructure & Project Support

- Assist the Manager in researching, setting up, and rolling out processes and systems that ensure consistency and efficiency
- Organise and label media assets in compliance with necessary consent and GDPR requirements
- Provide communications and marketing support to delivery, programme, community and business support teams

Person Specification

Essential Criteria

- **Experience:** At least 2–3 years working in a marketing, communications, or digital content role with responsibility for advertising campaigns
- **Copywriting:** Excellent written communication skills, able to adapt tone across formats (website blogs, social media posts, emails) for diverse audiences
- **Social Media:** Hands-on experience managing social media channels with a focus on authentic, human-centric engagement
- **Digital Tools:** Experience running paid social media ads and executing segmented email marketing campaigns
- **Platform literacy:** Comfortable using WordPress (CMS) and basic design software like Canva or Adobe Creative Suite
- **Data & Analytics:** Familiarity with Google Analytics or social media native insights to interpret campaign performance
- **Organisation:** Exceptionally organised, flexible, and comfortable prioritising tasks in a fast-paced environment
- **Collaboration:** Proven ability to collaborate with internal colleagues, external freelancers and corporate partners
- **Approach:** Personable and energetic with a genuine enthusiasm for people and community engagement and a commitment to equity, diversity, and inclusion
- **DBS:** Able to achieve a satisfactory enhanced DBS check

Desirable Criteria

- **Education/Training:** Formally trained in marketing with a solid understanding of core principles and best practices across digital and traditional channels
- **Sector knowledge:** Experience working within a registered charity, educational setting or visitor attraction
- **Multi-media Skills:** Basic video editing experience using tools like CapCut, iMovie or similar mobile/desktop video software

- **Brand Consistency:** Experience in brand management, ensuring consistency of tone, visual identity, and messaging across all communications and platforms
- **Design Layout:** Trained or experienced in design layout, with the ability to create visually engaging materials that align with brand guidelines and communicate key messages effectively
- **Budgeting & Efficiency:** Comfortable working within set budgets and developing processes for increased productivity and cost / time efficiency
- **Local Network:** Knowledge of the East of England regional media landscape and community networks
- **STEM Interest:** A genuine interest, passion or curiosity in science, STEM education and interest in staying informed about global developments in science, technology, engineering, and maths
- **File Management:** Experience with organising digital assets using file management systems or shared project drives
- **Working with Freelancers:** Experience in creating design briefs and liaising - from concept to final delivery - with third party suppliers on production of videos, printed assets or other collateral
- **Driving Licence:** Full clean driving license

Working Conditions

The primary location for this role will be Cambridge Science Centre's Head Office at 44 Clifton Road, Cambridge, CB1 7ED (assigned desk or workspace) with regular visits to the Cambridge Science Centre at Trinity Centre, Cambridge Science Park, CB4 0FN (hotdesking model).

In addition, there will be occasional travel to our Centre in Wisbech (Horsefair shopping Centre Wisbech, PE13 1AR) and, on occasion, other community or school venues.

We offer the option of flexible hybrid working where and when possible.

Advancement Opportunities

CSC is committed to investing in its staff through a structured career planning framework. This includes access to training, opportunities to take on team leadership roles, and the chance to gain experience across areas such as operations, business and community development, and technical specialisms. Personal development is reviewed annually to ensure every team member is supported in growing their skills and exploring new professional pathways.

Standard working hours are 7.5 hours per day

Parking and bike storage are available at both CSC locations.

Benefits include:

- 25 days annual leave, plus Bank Holidays
- Two organisation-wide Wellbeing Days each year, dedicated to rest and recharge
- BetterHelp confidential counselling and mental health support
- Medicash Health Cash Plan

- Perks at Work, employee discounts across hundreds of retailers, travel providers and entertainment venues
- 10 complimentary Cambridge Science Centre tickets each year for friends and family
- 50% discount on Cambridge Science Centre birthday parties
- 20% discount in the Cambridge Science Centre shop
- Life Assurance scheme
- Contributory pension scheme
- Long Service Leave Award, with additional annual leave after 5, 7 and 10 years' continuous service

Recruitment Process:

To apply for the position of Communications Officer at Cambridge Science Centre, please submit your CV and a Cover Letter explaining why you are interested in joining the Centre and how your skills and experience align with the role.

Send your application to: jobs@cambridgesciencecentre.org.

At CSC, we're committed to equity, diversity and inclusion in all areas of our work. We actively welcome applications from people of all backgrounds, especially those underrepresented in science engagement.