

## Junior Digital Marketing Executive (Web & SEO Support & Social)

### Who We Are

Established in 1988, we're an advertising, design, and digital agency based in West Oxfordshire. Our talented team of creative thinkers, strategists, and technical experts deliver everything from single web projects to full-scale marketing support across multiple channels.

We pride ourselves on building strong, long-term relationships, delivering innovative solutions, and maintaining exceptionally high standards in everything we do.

Our collaborative approach means we work seamlessly across creative, digital, and account management teams to produce outstanding results that help our clients thrive.

### About the Role

We are looking for a proactive and enthusiastic **Junior Digital Marketing Executive** to support our busy digital team. This role is perfect for someone with a passion for all things digital, keen to gain hands-on experience across web updates, social media, and basic SEO tasks in a fast-paced agency environment.

You will work closely with our Digital Marketing Specialist, Digital Marketing & Social Media Executive, Web Developer, and Senior Digital Designer to ensure client websites, social channels, and digital campaigns are running smoothly.

This is a varied role offering exposure to multiple aspects of digital marketing and the chance to develop your skills across SEO, social media, web, content, and project support.

### Key Responsibilities

#### Web & CMS Support

- Publish and update website content using WordPress and other CMS platforms.
- Format and upload images, copy, and other media assets.
- Ensure pages are SEO-friendly under the guidance of the Digital Marketing Specialist.
- Monitor website functionality and flag broken links, missing content, or technical issues.
- Assist with any other minor web-related tasks as directed by the digital team.

#### Technical SEO (Junior Level)

- Implement on-page SEO updates in WordPress (metadata, internal links, alt tags).

- Run basic site audits using tools like Google Search Console, Screaming Frog, or SEMrush.
- Identify and report issues such as broken links, duplicate content, or missing metadata.
- Gain hands-on experience with technical SEO while following guidance from senior team members.

### **Content & Copy Support**

- Assist in drafting or proofreading blog posts, landing pages, social posts, and other digital content.
- Ensure content adheres to client brand guidelines and SEO best practices.
- Build, send and produce reports for email marketing newsletters in Mailchimp.

### **Social Media**

- Monitor client social media accounts daily for engagement, messages, and comments.
- Schedule and post content across organic social channels.
- Support paid social campaigns where required (basic setup and reporting).
- Assist in producing social media reports and insights.

### **Team & Project Support**

- Use online job management tools (Asana) to organise tasks and workload, maintain daily, demonstrating good organisations skills.
- Collaborate with the digital & web team and other departments to ensure smooth project delivery.
- Maintain organised records of updates, tasks, and reporting.
- Proactively suggest ideas for improving digital campaigns and processes.

### **Skills and Experience required**

- 1–2 years' experience in digital marketing, social media, or web content management (agency experience is a plus).
- Basic understanding of WordPress or other CMS platforms.
- Interest in all things digital — social media, SEO, websites, and content.
- Basic knowledge of SEO principles and on-page optimisation.
- Strong organisational skills and attention to detail.
- Positive, proactive attitude with willingness to learn.
- Good written communication and copywriting ability.

### **Desirable (not essential)**

- Experience with Google Analytics, Search Console, or SEO tools (SEMrush, Screaming Frog).
- Basic image editing or video skills using Adobe Suite.

- Interest in learning paid social campaigns or project management.

## What We Offer

- A supportive, collaborative digital team environment.
- Exposure to multiple aspects of digital marketing.
- Hands-on experience in SEO, social media, web content, and reporting.
- Professional development and opportunities to grow within the agency.
- A fast paced, creative agency environment where your ideas are valued.

## Hours & Hybrid Working

We believe that great things happen when people connect face-to-face, collaborate in real time, and feel part of a supportive team. That's why we work in person three days a week, with the flexibility to work from home or remotely for the remaining two days.

New team members usually complete an agreed probationary period, during which time office based working patterns are agreed to support a smooth onboarding experience. Once probation is successfully completed, the successful candidate will be able to make full use of our balanced hybrid working model.

To make this work well, it is important that candidates live within a commutable distance of our office to attend in person a minimum three days per week.

Due to the location of our office at Blenheim Palace Sawmills, OX29 8ET, it is essential that candidates can drive or have reliable transport, as the site is not serviced by public transport.

This role is offered as a permanent, fixed-term contract, working 36.5 hours per week.

- Monday – Wednesday      9.00am – 5.30pm
- Thursday – Friday        9.00am – 5.00pm
- 1 hour lunch
- 25 days p.a. holiday plus UK Bank Holidays

*(3 holiday days are required to be taken between Christmas and New Year)*

## Benefits

- Company healthcare scheme\*
- Pension scheme
- Day off for your birthday
- Annual bonus based on company profit\*
- Personal development and career growth
- Free parking
- Rural location
- Shower facilities
- Social events

- Plenty of tea, coffee and cake

*\* Subject to completion of a successful probationary period and terms and conditions of employment contract.*

### **Salary**

£26,000 - £28,000 depending on experience.

### **To Apply**

Please email your C.V, covering letter and expression of interest to:  
[kelly@adsoxford.co.uk](mailto:kelly@adsoxford.co.uk)