



Junior Social Media & Digital Marketing Executive

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 Social Media & Digital Marketing Executive** to support our busy digital team, with a primary focus on organic social media management across a range of client accounts.

This role is perfect for someone who is passionate about social media, content creation, digital trends, and online engagement, and who is keen to build a career within a fast-paced creative agency environment.

You will work closely with Account Managers, Digital Marketing Executives, Web Developer, and Senior Digital Designer to help plan, produce, schedule, monitor and report on social media activity for a variety of clients across multiple sectors.

Alongside social media responsibilities, you will also support the wider digital team with website updates, content management, email marketing, and basic SEO tasks.

This is a varied and hands-on role offering excellent opportunities to develop your skills in social media marketing, digital content, reporting and campaign support within a collaborative agency environment.

Key Responsibilities

Social Media (primary focus)

- Plan, schedule, and publish organic social media content across multiple client accounts and platforms including Facebook, Instagram, LinkedIn, and X.
- Work with Account Managers and the creative team to coordinate and deliver engaging social content aligned to campaign objectives and brand guidelines.
- Monitor social media channels daily for engagement, comments, and messages, escalating responses where appropriate.

- Assist in writing captions, social copy, and content ideas tailored to different audiences and platforms.
- Support the creation of social media content calendars and campaign planning.
- Monitor social media trends, platform updates, and competitor activity to help identify opportunities for clients.
- Assist with basic paid social campaign support, boosting posts, and campaign reporting where required.
- Produce monthly social media reports, insights, and performance summaries for client accounts.
- Help maintain consistency across all social media activity and ensure content is delivered accurately and on schedule.

Content & Digital Marketing Support

- Assist in drafting or proofreading blogs, website copy, newsletters, and other digital marketing content.
- Build, schedule, and produce reports for email marketing campaigns using Mailchimp.
- Support content uploads and updates across client websites and CMS platforms.
- Ensure all content follows brand guidelines and digital best practices.

Web & CMS Support

- Publish and update website content using WordPress and other CMS platforms.
- Upload and format images, copy, and media assets.
- Monitor websites for broken links, formatting issues, or missing content and report issues to the digital team.
- Assist with minor website and SEO-related tasks under guidance from senior team members.

SEO & Reporting Support

- Assist with basic on-page SEO updates including metadata, image alt tags, and internal links.
- Support reporting using tools such as Google Analytics, Google Search Console, and social platform insights.
- Gain hands-on experience with SEO and digital reporting processes.

Team & Project Support

- Use online project management systems (Asana) to organise tasks and workload effectively.
- Collaborate with the digital, creative, and account management teams to ensure smooth project delivery.
- Maintain organised records of content schedules, updates, and reporting.

- Proactively contribute ideas for social media campaigns, content improvements, and digital marketing activity.

Skills and Experience required

- Some experience or exposure to social media, digital marketing, or content creation through work experience, internships, university projects, or personal projects would be advantageous. Graduate applications are welcomed.
- Strong interest and enthusiasm for social media platforms, digital trends, and online content.
- Good understanding of major social media platforms including Facebook, Instagram, LinkedIn, TikTok, and X.
- Good written communication and copywriting skills.
- Strong organisational skills and attention to detail.
- Ability to manage multiple tasks and deadlines in a fast-paced agency environment.
- Positive, proactive attitude with willingness to learn and develop new skills.
- Basic understanding of WordPress or other CMS platforms.
- Basic understanding of digital marketing and SEO principles.

Desirable (not essential)

- Experience using scheduling platforms and social media management tools.
- Experience creating basic graphics, reels, or short-form video content.
- Knowledge of Adobe Creative Suite/Adobe Express.
- Basic understanding of paid social advertising.
- Familiarity with Google Analytics, Search Console, or reporting tools.
- Agency experience.

What We Offer

- A supportive, collaborative digital team environment.
- Exposure to multiple aspects of digital marketing.
- Hands-on experience in social media, web content, SEO 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 the best ideas and strongest working relationships are built through face-to-face collaboration, so this role is primarily office based within our creative agency environment.

We offer flexibility for employees to work from home for up to two set days per week where appropriate, however our preference is for team members to spend most of the working week in the office collaborating closely with colleagues and clients.



During the probationary period, office-based working arrangements will be agreed to support onboarding, training, and integration into the team.

Due to the location of our office at Blenheim Palace Sawmills, OX29 8ET, candidates must live within a commutable distance and have access to 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 - £29,000 depending on experience.

To Apply

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