



Job Pack **Marketing & Development Assistant**

Applications due by: Midnight, 17 June 2025

Cockpit is recruiting for a Marketing & Development Assistant to join our Marketing and Development Teams.

Reporting to the Head of Marketing & Digital and the Head of Development, the Marketing & Development Assistant plays a vital role in delivering day-to-day support across marketing and fundraising, as well as essential support leading up to and during VIP and public facing events.

We are seeking an enthusiastic and highly organised assistant who is passionate about storytelling and relationship building and comfortable working across multiple projects.

About Cockpit

[Cockpit](#) is a centre of excellence in contemporary craft and home to more than 165 makers united by their extraordinary skill and creativity. A charity recognised as a UK top 100 social enterprise, we give makers the tools to build their businesses so they can focus on what they do best: making. We provide funded studio space, in-house business training and coaching, and exhibition opportunities for makers working across 23 different disciplines.

Cockpit aims to bridge the gap between talent and opportunity and is the UK's only business incubator for makers. In addition, we have an extensive Youth and Community programme that welcomes a diverse audience into our spaces for workshops, talks, and tours.

About the role

As a key member of the Marketing and Development Teams, you'll be a team player, with strong written and verbal communication skills and excellent organisational skills, who is keen to take initiative and work across various projects. We don't need you to have a background in craft or design, but ideally you'll have some experience in marketing, fundraising, and/or events within the creative industries.

Diversity drives creativity

Cockpit is committed to inclusion, diversity and equity in all our activities, knowing that creativity and innovation are fuelled by diversity. Recognising that equity is a matter of social justice, we foster an inclusive culture where all aspects of diversity are celebrated and seen as key to success.

We are committed to building a more diverse community and creating an environment where anyone, from any background, can develop their talents, do their best work, and

realise their full potential. This extends to our community of makers, staff team, and Board of Trustees. We especially welcome applications from those currently under-represented, including from a Global Majority background and those with a disability.



As part of our commitment to increasing the diversity in our staff team and better reflect the communities we serve, we offer a guaranteed interview scheme for candidates who meet all the essential criteria in the person specification and also identify as being from a Global Majority background and/or disabled. Please state in your application that you would like to be considered under our guaranteed interview scheme.

To ensure accessibility for all candidates, everyone who is invited to interview will be asked in advance to let us know of any access needs.

Read more about our commitment here: <https://cockpitstudios.org/careers/diversity-and-inclusion/>.

How to apply

To apply, send a CV and covering letter to ashley@cockpitstudios.org. Your cover letter should demonstrate your interest in Cockpit, this post, and how your skills and experience fulfil the job brief.

On submission of your application please also complete our [equal opportunities monitoring questionnaire](#).

Interviews

Interviews will be held on Monday 23 June and Tuesday 24 June, either online or in-person.

We will contact shortlisted applicants by Friday 20 June if you have been invited to interview. We are sorry that we won't be able to contact every applicant. If you haven't heard from us by that date, please assume that you haven't been shortlisted for the role.

Questions?

If you have any questions or would like an informal conversation on the role, please contact Ashley Gerling: ashley@cockpitstudios.org

We look forward to hearing from you!



JOB DESCRIPTION

Title: Marketing & Development Assistant

Contract type: Permanent, full-time

Hours: 35 hours per week (5 days)

Salary: £28,000 per annum

Location: Bloomsbury and Deptford (hybrid)

Reports to: Head of Marketing & Digital and Head of Development

RESPONSIBILITIES

- providing vital marketing support in the lead up to Cockpit's twice-yearly Open Studios
- providing essential on-site support during the VIP Previews for Open Studios (includes evening and weekend work)
- coordinating other fundraising events throughout the year, including the launch event for our annual impact report The Cockpit Effect
- creating and scheduling tailored content for social media, including video, and for supporter communications
- assisting with VIP/supporter and event communications and producing collateral
- taking ownership of departmental administration including updating documents, data entry, and database management
- liaising with graphic designers and website developers and developing relationships with Cockpit makers
- proof reading reports, applications, and other documents and communications
- collating information for fundraising applications and reports
- maintaining an organised image library of makers' work, preparing image folders for press and responding to press enquiries
- creating visitor surveys and collating data
- reporting including collating data on KPIs for email, social media, visitor surveys, and event attendees
- keeping the Cockpit website updated, including maker profiles and event listings
- distributing print materials for events
- attending relevant industry events and openings as a representative of Cockpit (out-of-hours work may be required)
- additional marketing and fundraising support as required

PERSON SPECIFICATION

Essential knowledge, skills and experience

- enthusiastic about marketing and storytelling
- exceptional written and verbal communication skills
- excellent organisational skills and keen eye for detail, including proof reading skill
- interested in craft and hand making
- motivated and curious to learn, try new things, and build relationships

COCKPIT

- happy working in a fast-paced environment and across various projects
- comfortable using a variety of digital software

Desirable knowledge, skills and experience

- design and photo editing software such as Photoshop and InDesign
- marketing software such as Later, Mailchimp and ticketing websites
- managing the back-end of websites, including knowledge of WordPress
- database management (experience of using Beacon is beneficial but not a requirement)
- social media in a professional context
- professional marketing, fundraising and/or events or front-of-house experience

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