



PR & Marketing Assistant at Bourne & Hollingsworth

Bourne & Hollingsworth is looking for a PR & Marketing assistant to join their expanding marketing team. This supportive role is ideal for anyone looking to further their knowledge in PR, marketing, hospitality and events.

About you

A hardworking, ambitious individual with a positive outlook, sunny disposition and a 'can-do' attitude. You will work well in a team, happy to partake and contribute ideas with the balance of also handling tasks independently. You are a self-starter with a strong ethic.

- You are creative and able to think outside the box, with the ability to identify new ways of communicating with our customers and the team.
- You are able to conduct thorough research into a subject and have the confidence to present your findings to the team effectively.
- You are a grafter, hardworking and enthusiastic, and keen to develop and learn as part of a driven team. You possess good communication skills and are confident on the phone and over email.
- The right candidate will want to learn and grow with the company, contributing to a constantly developing team.
- A strong command of spoken and written English is essential.
- Previous marketing, PR and events/hospitality experience is great, but not essential.

About Bourne & Hollingsworth

Bourne & Hollingsworth is a creative lifestyle company with an offering centred on socialising, entertainment and drinks.

Our core values

Bourne & Hollingsworth was established over 10 years ago by a group of creative and commercial entrepreneurs. We have built the business into a successful social experience provider and operator of fantastic events, bars and restaurants.

We never want to lose that entrepreneurial spirit, and this is not the job for someone looking for an easy life working from 9am to 5pm. The successful appointee will be joining a family of passionate slightly eccentric, creative dreamers who have helped build a commercially successful business over the last ten years.

Our success has been driven by our intense customer and commercial focus; anyone attending our events is invited into the B&H world and is promised an outstanding experience. As a Company we are committed to go further than our competitors to exceed customer expectations but at the same time always remain profitable.

The role

We are looking for a hard-working, creative and passionate assistant to join the Marketing Team at Bourne & Hollingsworth.

As the marketing assistant, you will work closely with the marketing team on a range of campaigns throughout the year, covering our portfolio of brands. You will assist with the creation and delivery of our PR and marketing campaigns across all areas of the business, preparing marketing research for each project and taking part in creative brainstorming.

You will have the opportunity to make this role your own, defining areas of marketing and PR that play to your strengths and interests. As part of this you will have the chance to work with other managers, developing your own projects for example, running a campaign for our two cocktail bars, Bourne and Hollingsworth and Reverend JW Simpson, and promote the events that are held there such as the Cocktail of the Month competition and Spirited Sermons.

You will assist in organising marketing materials such as flyers, posters, e-flyers and postal mailshots targeted at our customer database. You will learn to develop communications with this database with a view to grow it and create a sense of membership and community.

You will also assist with organising and hosting press events and photo shoots at our venues and alongside this build relationships with journalists, influencers and local businesses. The role is full time and will run as a paid internship for six months with the potential to go permanent, dependent on performance.

What we are offering

Bourne & Hollingsworth is a close-knit company and the person that fills this role will have the opportunity to contribute to campaigns and develop your career in a fast-paced growing business.

This role is run as a six month internship, fully paid at £18,000. In an ideal scenario, the candidate will stay on in a permanent role after the internship is finished.

To apply, please send your CV and covering letter to us - we look forward to hearing from you soon!

E: recruitment@bandhgroup.com