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Digital Marketing Assistant

Current date: 09/11/2026

Date created: 23/09/2026

Salary
£27,000
Department
Marketing
Location
Poole
Type
Full Time
Office Based
Permanant

Reports To: Marketing Manager

Location: Poole – Onsite, Monday to Friday – Moving to Westbourne in October

Role Type: Permanent, Full-time 9:00 to 5:30pm

ABOUT US

We are a growing group of companies specialising in housing solutions for organisations with complex accommodation needs across the corporate, healthcare, construction, and insurance sectors. Backed by over 20 years of experience, we provide tailored accommodation strategies, combining short- and long-term housing, property management, and bespoke client support. As the business continues to grow, we are strengthening our finance function to ensure it is fit to support the next stage of development. This has created an exciting opportunity for a commercially minded Financial Controller to join the business in a newly created role.

Join Our Growing Team

We are looking for an enthusiastic and organised Digital Marketing Assistant to join our expanding Marketing team.

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This is an exciting opportunity for someone to start or develop their career in digital marketing within a growing hospitality and property business. You will gain valuable hands-on experience across a range of marketing activities while working closely with experienced colleagues who will support your development.

Reporting to the Head of Marketing, you will help maintain our online property listings, support marketing campaigns, update website content and assist with day-to-day marketing administration across multiple brands.

If you have strong attention to detail, enjoy working in a fast-paced environment and are eager to learn, we would love to hear from you.

About the Role

As our Digital Marketing Assistant, you will support a variety of marketing activities that help drive customer enquiries and maintain our online presence.

You will assist with keeping property listings accurate and engaging, updating website content, preparing marketing materials and supporting promotional campaigns. This role provides an excellent opportunity to gain exposure across multiple areas of digital marketing while building your skills and experience.

Key Responsibilities

· Create, update and maintain property listings across approved websites and online platforms.

· Upload and update approved website content, property information, imagery and digital assets

· Support email marketing campaign preparation, mailing-list administration and quality-control checks.

· Assist with the preparation, scheduling and organisation of social media and digital content.

· Upload content and imagery to company websites.

· Support the creation and updating of marketing materials using approved templates and brand assets.

· Support the preparation of content for marketing campaigns and social media channels.

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· Maintain marketing trackers, calendars, documentation, checklists and organised digital files.

· Assist with gathering marketing performance data and updating reports

· Carry out brand and quality-control checks before content is published.

· Work closely with Operations, Reservations and Guest Experience teams to ensure information remains accurate and up to date.

· Provide general administrative support to the Marketing team.

· Develop digital marketing knowledge and progressively take on greater responsibility as capability grows

What We’re Looking For

Essential

· Excellent written and verbal communication skills.

· Strong attention to detail and accuracy.

· Good organisational and time-management skills.

· Ability to manage multiple tasks effectively.

· Good working knowledge of Microsoft Office, particularly Excel.

· Confidence using digital systems and learning new platforms.

· Positive, proactive attitude and willingness to learn.

· Ability to work independently on assigned tasks and as part of a team.

Desirable

· Previous experience in administration, customer service, hospitality, property or marketing.

· Experience updating online content or websites.

· Experience using social media platforms.

· Familiarity with WordPress or another CMS.

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· Experience using Canva or similar design tools.

· A qualification in Marketing, Business, Communications or a related subject.

· An interest in digital marketing and content creation.

· Experience in property, hospitality, travel or serviced accommodation is helpful but not required.

BENEFITS

• Additional leave • Group Life Insurance • Casual dress • Company events • Company pension • Cycle to work scheme • Employee discount • Flexitime • Health and wellbeing programme • Referral programme

WHY JOIN US?

Joining our team will give you the opportunity to gain hands-on experience across a wide range of digital marketing disciplines while working within a growing and ambitious business. You will benefit from exposure to the hospitality, property and accommodation sectors, collaborating with a supportive team that values innovation, development and continuous improvement. We are committed to helping our employees grow through ongoing career development and progression opportunities, alongside a competitive salary and benefits package.

Link: https://www.tchp-talent.co.uk/vacancies/digital-marketing-assistant/

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