

Social Media Manager & and Marketing Co-ordinator

Tom Faulkner is an award-winning creative business making beautiful, bold, and distinctive furniture. We have workshops in Wiltshire and showrooms in London and New York.

We are looking for a dynamic and creative **Social Media and Marketing Co-ordinator** to join the team. This is a new and exciting opportunity for someone with a flair for content creation, a keen eye for design and detail, and a strong understanding of how to build brand presence through social media channels.

You'll work closely with our creative and management teams to plan, create, and manage engaging content that reflects our brand and showcases our work.

Key Responsibilities:

1. Social Media Management

Take ownership of day-to-day management of our social media channels, particularly Instagram, LinkedIn and Pinterest.

- Create and curate content (photos, captions, videos) that engages our community and supports our objectives.
- Manage the content calendar, making sure all content is planned, scheduled, and is aligned with our campaigns and initiatives.
- Respond & reply to audience comments and messages with a consistent brand voice, and engage with followers across all platforms.
- Understand what success looks like & measure success of all social campaigns.

2. Marketing and Campaign Support:

- Help in the execution and tracking of marketing campaigns and activities, including paid advertising, organic social media and email marketing.
- Help in the creation and scheduling of all promotional content, e.g. email newsletters, our website, and other marketing assets - across all platforms
- Support photoshoots, videography, and other creative content efforts e.g. set runner and on-the-day logistics support.

3. General Marketing Administration and Coordination:

- Provide ongoing support to the Brand Marketing Manager and Sales and Operations team in planning and executing marketing projects, events, and product launches.
- Coordinate updates to the TF website and ensure that content is up-to-date and aligned with marketing activities.
- Help with the distribution of marketing assets, such as newsletters, brochures, digital ads, business cards, and branded products.

Experience & Skills that will help

- Experience of managing social media accounts in a professional setting
- Proven experience in growing audiences on Instagram
- Strong copywriting and visual storytelling skills
- Experience with scheduling tools (Later, Hootsuite, etc.)
- Familiarity with design tools such as Adobe Creative Suite
- Ability to shoot/edit short-form content (Reels, Stories, etc.)
- An interest in design and interiors

What we offer

- A dynamic, professional, and fun working environment
- Hybrid Working
- Regular team days and events
- Private medical insurance
- Company pension
- Staff discount

Salary: £30K

To apply, please send CV and covering letter to careers@tomfaulkner.co.uk