



Job Advert

- Post Title:** Marketing & Communications Officer
- Reporting to:** Vice Principal
- Location:** CAPA College, Wakefield
- Start Date:** 3rd September 2018
- Hours:** Initially 18.5 hours per week on a term time plus 5 days basis (some flexibility on hours is expected with some limited evening/weekend work). We expect the hours to increase as the College grows.
- Grade:** SCP 34 £30,153 FTE
Actual salary £13,184 p.a. taking into account the hours outlined above.

CAPA College provides full-time specialist Arts training and education for students aged 16-19. 2018 marks an exciting new chapter in the history and development of CAPA College and we are looking to recruit an enthusiastic Marketing and Communications Officer who is keen to join the college now and be part of its development.

From September 2018 CAPA College opens as a new DFE funded Free School within Enhance Academy Trust. Building on the outstanding legacy that CAPA College has achieved over the past 12-years, and still under the direction of the same successful core leadership team, CAPA College will now be able to develop and expand allowing even more talented and creative young people to gain access to the highest quality of Arts training and education.

CAPA College will offer more student places, more exciting opportunities, new course pathways, increased staffing and resources and a brand-new and purpose-built home with the latest specialist arts and media facilities. CAPA College will be renting temporary accommodation from September 2018 whilst its permanent new bespoke home at Mulberry Way, Wakefield, is under construction (due for completion Summer 2020).

CAPA College has a regional and national reputation for excellence in the Arts with consistently 'Outstanding' judgements from Ofsted, excellent exam results, exceptional student progression routes and critically acclaimed, award-winning performances. CAPA College are located within the centre of Wakefield, providing places for students in this area and from across the Yorkshire region. We are already at full capacity of 105 students for September 2018 with a further 105 students expected to enrol next year. Capacity will increase to 500 students when the new building opens in 2020.



We are looking for an enthusiastic Marketing and Communications Officer to join our team of professionals within the college and play a pivotal role in its future success and development. The ideal candidate will need to be positive, enthusiastic and enjoy working in a busy, fast paced organisation. You should have excellent communication and interpersonal skills; be a creative problem-solver with a real eye for detail; have strong IT and digital skills; and excellent and efficient organisational skills.

If you are excited by the opportunity to be part of a new college and have the commitment, creativity and initiative to develop and implement a successful Marketing and Communications strategy, then we would love to hear from you.

Please contact our Vice Principal, Eddie Copp at eddie.copp@capacollege.co.uk if you require any further information.

Application packs can be downloaded from the CAPA College website:
www.capacollege.co.uk

Completed application forms with a covering letter should be emailed to kevin.jones@enhanceacad.org.uk or posted CAPA College, c/o Enhance Academy Trust, Church House, 1 South Parade, Wakefield WF1 1LP

CLOSING DATE: Friday 27th July 2018
INTERVIEWS: Wednesday 1st August 2018

Enhance Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be subject to an enhanced DBS disclosure and pre-employment and safeguarding checks.