ADMIN & MARKETING ASSISTANT

JOB DESCRIPTION AND APPLICATION PACK

Job title: Admin and Marketing Assistant
Organisation: FUSE Network
Location: Norfolk (Hybrid)
Hours: 10 hours per week
Salary: £13.50 per hour
Contract: One year
Reports to: CEO
Closing date: Monday 11th May, 5pm
Interviews: Week of 18th May, exact date TBC

ABOUT FUSE NETWORK

FUSE Network supports social enterprises and entrepreneurs across Norfolk through training, 1:1 support, networking and sector development. Our work helps strengthen community organisations and build a more inclusive economy for Norfolk.

We are a very small team working hard to support our network of social enterprises across the county and are looking for someone organised, practical, and creative to support our day-to-day operations, communications, and events.

FUSE NETWORK

THE ROLE

We are seeking a part-time Admin & Marketing Assistant to support the smooth running of the organisation.

This is a varied role that combines administration, communications, and occasional practical event support. It is well suited to someone who is organised, reliable, and confident working independently from clear guidance and templates.

You will play a key role in ensuring our systems run smoothly, our events are well organised, and our communications are consistent and engaging.

KEY RESPONSIBILITIES

- Provide general administrative support across the organisation
- Manage inboxes, enquiries, and routine communications
- Maintain spreadsheets, contact lists, and basic records
- Support the planning and logistics of events and workshops
- Manage event bookings, attendee lists, reminders, and joining instructions
- Provide practical support during some online and in-person events
- Support smooth delivery and a positive experience for attendees
- Gather attendance data and feedback after events
- Create and schedule social media content (LinkedIn, Instagram, Facebook)
- Support the creation and distribution of a fortnightly newsletter
- Update FUSE's online community platform, including events, opportunities and resources
- Promote events, workshops, and membership opportunities
- Maintain consistent tone of voice and branding across platforms

ABOUT YOU

You will likely bring:

- Strong organisational skills and attention to detail
- Confidence using email, spreadsheets, and basic digital tools
- Good written communication skills
- Some experience creating social media content from templates, prompts, and event information
- A proactive, reliable, and practical approach to work
- An interest in community organisations, charities, or social enterprise

Bonus (not essential):

- Experience using Canva, Mailchimp, or similar tools
- Experience supporting events (online or in-person)
- Previous admin or marketing assistant experience

WHAT WE OFFER

- A fun, supportive, values-led working environment
- A rewarding role working alongside inspiring people and organisations working to make a positive difference in their communities
- Opportunity to contribute to a growing social enterprise support organisation
- Flexible working arrangements
- Varied work across admin, communications, and events
- Opportunities to develop new skills, attend interesting events, and connect with a wide range of organisations and people across the sector

FUSE Network is an inclusive employer and network. We welcome applications from people of all backgrounds and identities, and we are committed to creating a supportive, respectful environment that is LGBTQIA+ friendly and neurodiversity affirming. We actively value different ways of thinking, working, and communicating.

HOW TO APPLY

How to apply:
Please complete our application form or submit answers to the application questions via voice note or video.

Applications close: Monday 11th May at 5pm
Interviews will take place in Norwich on either Tuesday 19th May, Wednesday 20th May or Friday 22nd May. Exact date TBC.

APPLY NOW

ADDITIONAL INFORMATION

Hours and contract:

10 hours per week (with the possibility of increase if funding is secured)
Flexible working pattern
Hybrid working (Norfolk-based with remote flexibility)
Fixed-term one-year contract (with possibility of extension if funding is secured)

Working pattern:

This is primarily a remote role, with occasional in-person working in Norwich to support events and workshops or attend key meetings. Flexible hybrid working is available within standard office hours (9:30am–5:30pm, Monday–Friday) to overlap with other staff, with working patterns agreed in advance and planned collaboratively.

Pay:

£13.50 per hour

Annual leave:

You will receive statutory annual leave entitlement (5.6 weeks per year, pro rata, including bank holidays or equivalent), based on your contracted hours. In addition, we offer a half day of employer-supported volunteering leave each year, to be taken at a mutually agreed time.

Probationary period:

This role includes a 6 month probationary period. During this time, we will work together to review progress, expectations, and how the role is working for both you and FUSE Network.