**Marketing Assistant Placement Student**

**Full-time: 37.5 hours per week**

**Salary: £20-24,000 per annum**

About the role

What you'll do:

We’re looking for a Marketing Assistant Placement Student to join our team and gain experience across marketing, communications, events and business operations. This is a fantastic opportunity to get involved in real projects and develop your skills and make a real contribution to our company.

Specific Duties

You’ll support our marketing and business development activity, helping to keep our brand consistent and our communications engaging. Some of the key areas you’ll work on include:

**Social Media & Marketing**

- Plan, create and publish content across all social media channels.

- Monitor engagement and produce regular analytics reports.

- Help keep our website up to date with news, blogs, and case studies.

- Support PR and campaign activity with our external partners.

- Lead on creating video content (interviews, short-form videos, blogs).

- Keep brand templates and photo libraries current and consistent.

- Contribute to our annual marketing plan and quarterly reporting.

**Internal Communications:**

- Produce a monthly staff newsletter.

- Keep presentations and internal documents updated and aligned with our brand.

- Research tools to improve communication across remote teams.

**Business Development & Events:**

- Help co-ordinate industry events, bookings, and logistics.

- Maintain our business development calendar and support client engagement activities.

- Assist with bids and tender submissions, ensuring content is consistent and on brand.

- Manage case study and CV libraries for business development use.

**Office & Project Support:**

Provide occasional cover for office operations.

Support project administration (SharePoint updates, dashboards, timesheets, client surveys).

**What we’re looking for:**

* A current university student on a Marketing, Business, or Communications degree (placement year).
* Strong written and verbal communication skills.
* Creative, organised, and able to manage multiple tasks.
* Confident with social media platforms (and ideally some experience with tools like Canva, Adobe, or video editing software).
* Eager to learn, proactive, and a good team player.

**What you’ll gain:**

* A broad range of real-world marketing, events, and business development experience.
* The chance to lead creative projects and bring fresh ideas to the table.
* Mentoring, feedback, and support to help you grow professionally.
* Exposure to multiple areas of the business.

About Us

Bentley is a team of Project Managers and Cost Managers based in Nottinghamshire, who have extensive experience of the Infrastructure, Residential and Commercial construction markets. Our experience working on residential sites and mixed use commercial developments, combined with our in-depth knowledge of infrastructure enables us to provide specialist tailored advice for our Clients.

Our main services include; Project Management, Programme Management, Development Management, Programme Analysis, Contract & Procurement Advice, Cost Management, Cost Estimates, Contract Negotiations, Development Appraisal Reviews, S106/CIL Planning Negotiations.

Don’t take our word for it, check out our careers website where you can see first-hand what it’s like to work at Bentley [www.bentleyprojectmanagement.co.uk/careers/](http://www.bentleyprojectmanagement.co.uk/careers/)

Bentley is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community.

We are committed to providing an inclusive recruitment process. If you require any adjustments due to a neurodivergent condition, please contact our recruitment team at careers@bentleyprojectmanagement.co.uk

What We Can Offer

* The opportunity to work for a thriving and expanding company
* Enhanced company pension scheme – 6% Employer Contribution, we offer a salary exchange scheme
* Access to Smart Health which offer 24/7 GP service, expert mental health support, second medical opinion, fitness plans and nutrition advice for employee, partner and dependants under 21.
* Company sick pay
* 25 days leave plus bank holidays + loyalty days which you earn at 2, 5 and 10 years of service
* Paid employee volunteering days
* Life assurance 3 x salary
* Hybrid and flexstyle working
* Access to our benefits platform which offers discounts on retail, restaurants, cinema and gym memberships
* Holiday buying and selling scheme where you can buy or sell up to 5 days per year
* Mental Health First Aiders.
* Cycle to work scheme if you use your bike for commuting purposes
* Learning & Development prospectus and regular internal training seminars
* Enhanced Maternity & paternity pay
* Fertility treatment leave and pregnancy loss paid time off

Please note applicants will need to provide evidence they have the right to work in the UK. We do not provide Visa Sponsorship, so we are unable to accept any overseas applications or UK sponsorship swappers.