



## EIS Association - Job Description

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<b>Job Title:</b>	EIS Association Content and Marketing Officer
<b>Hours of work:</b>	Full time
<b>Location:</b>	Hybrid (London and Remote)
<b>Reports to:</b>	Director General of the EIS Association
<b>Salary:</b>	£30,000 p.a.

### About the EIS Association

The EIS Association is the official trade body for the Enterprise Investment Scheme (EIS) and the Seed Enterprise Investment Scheme (SEIS). We represent nearly 450 members from across the venture capital and entrepreneur ecosystem including founders, advisers, and investors. The EIS and SEIS are world-leading UK Government schemes that incentivise investment into early-stage and growth-focused companies by providing a range of tax reliefs for investors. [More about the EIS Association.](#)

### The Role

We are looking for an enthusiastic Content & Marketing Officer to support the delivery of the EIS Association's communications, marketing activity, and digital presence. This role is perfect for an early-career communicator who enjoys producing engaging content, including short videos, social media coordination, and supporting events, all within a dynamic, small-team environment.

Working closely with the Director General and Community Development Manager, the successful candidate will help deliver the Association's communications across its website, newsletters, social media channels and events. As part of a small team, this role offers a fantastic opportunity to gain experience across communications, marketing, and the venture capital ecosystem.

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### Key Responsibilities

- Create engaging content for the website, newsletters and social media channels including short videos
- Support the management of the EIS Association's social media presence, particularly LinkedIn
- Create graphics, presentations and marketing materials (e.g. using Canva or similar tools)

- Support with events and webinars, including logistics, marketing and communication
  - Maintain consistency of EIS Association branding across communications
  - Support member communications including newsletters and updates
  - Provide general communications and administrative support to the Director General and Community Development Manager
  - Attend EIS Association events and represent the organisation at relevant industry events when required
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### **Essential Skills & Experience**

- Around **1–2 years’ experience** in marketing, communications, content creation, or a related field
  - Strong written and verbal communication skills, with excellent attention to detail
  - Basic design skills (Canva, Adobe or similar tools)
  - Experience creating digital content, including social media posts and short-form video
  - Familiarity with social media platforms, particularly LinkedIn
  - Strong organisational skills and ability to manage multiple tasks
  - Comfortable working in a small, collaborative team
  - Willingness to attend occasional evening events and travel within the UK
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### **Desirable Skills & Experience**

- Experience with WordPress
- Experience using CRM systems
- Experience using relevant AI tools
- Interest in UK entrepreneurship and venture capital ecosystem
- Awareness of the Enterprise Investment Scheme and startup/scaleup landscape

EISA is an equal opportunities employer and all staff have the ability to work flexibly including working from home, where the role allows. We welcome applications from all suitably-qualified candidates, irrespective of gender, disability, marital or parental status, racial, ethnic or social origin, colour, religion, belief, or sexual orientation.

For more information on the EIS Association see [www.eisa.org.uk](http://www.eisa.org.uk).

**To apply, please send a CV (max 1 page) and Cover Letter to [careers@eisa.org.uk](mailto:careers@eisa.org.uk).**

**Please also provide a draft of a LinkedIn post and design a piece of content (of your choice) that you would use to promote the EISA Awards.**