Marketing & Business Support Officer
Part Time/Permanent
Aberdeen City Campus- North East Scotland College
Salary: £20,400 per annum

The post holder will provide marketing, communications and administrative support to the organisation, ensuring the effective promotion of services, programmes and events whilst supporting the smooth day-to-day operation of the business.

The postholder will support the delivery of marketing activities, stakeholder communications, event administration, governance processes and general business support functions, helping to enhance organisational visibility and ensure efficient service delivery across the region.

The post holder is expected to commit to quality service through continuous improvement to the programme and wider delivery.

You will:

- Support the organisation's marketing and communications activity, creating engaging content and campaigns across digital and traditional channels to promote programmes, events and organisational impact.
- Provide comprehensive business, event and stakeholder support, coordinating meetings, events, communications, enquiries and administrative processes to ensure the smooth running of the organisation.
- Deliver high-quality governance and operational support, maintaining accurate records, supporting Board and committee activity, and contributing to organisational projects, continuous improvement and performance objectives.

In this role, you'll help tell the story of the difference we make across the North East. Through supporting marketing, events, communications and business operations, you'll play an important part in connecting young people, educators and employers, helping create opportunities that inspire the next generation.

The closing date for applications will be 16/11/2026.

Interviews will take place on 03/12/2026.

Interested? Want to know more?

For more information on this vacancy please visit our ***My Job Scotland*** *website page on www.myjobscotland.gov.uk, email* ***jobs@nescol.ac.uk****, or call People Services on* ***(01224) 612244*** *(voicemail).*