

# Marketing and Communications Coordinator

## Who we are:

Teens Unite is an energetic, ambitious, and growing charity dedicated to improving the lives of 13–24-year-olds during and after cancer.

We're not a medical charity - we don't exist to cure cancer. We empower young people to live positively with cancer and thrive beyond it. Through activities, programmes, and residential stays, we provide teenagers and young adults with opportunities to enjoy new experiences, develop skills, and connect with others who truly get what they're going through.

Our presence is growing - in 2025 alone, our social content was viewed over 2 million times. We are now entering an exciting chapter of growth - as we work towards opening the UK's first dedicated retreat for young people diagnosed with cancer, expanding our retail presence as an income stream, and strengthening partnerships with major brands including TikTok, YouTube and Warner Bros.

In line with this growth, we're looking for a Marketing and Communications Coordinator ready to kickstart their career, supporting the Brand and Communications Manager to deliver impactful campaigns, raise the charity's profile regionally and nationally, and increase awareness of the support it provides to young people.

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Reporting to: Brand and Communications Manager

Location: Broxbourne, Hertfordshire (a minimum of 4 days per week in the office)

Contract: Permanent

Hours: 35 hours Mon - Fri

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## The role:

Working closely with the Brand and Communications Manager, you will support the delivery of multi-channel marketing and communications activity, engaging the supporters who make our work possible and amplifying the voices of young people overcoming cancer.

You will assist with planning and delivering successful campaigns that inspire supporters and raise awareness of the charity's work, create content and messaging for our website and communications, and assist with PR and media outreach to secure regional and national coverage.

You will also work with major brands, influencers, and celebrities to support campaigns and collaborations that raise vital funds and awareness.

This role is an excellent opportunity to gain practical experience, contribute new ideas and initiatives, and develop skills across campaigns, content, and communications to build your career in marketing.

## Key responsibilities:

- Support the planning and delivery of integrated marketing campaigns that align with the charity's objectives and engage supporters
- Develop and manage relationships with regional and national media, broadcasters, and influencers, to increase brand awareness and secure coverage
- Champion the voices of young people overcoming cancer, using media and communications to ensure this age group is seen, heard, and no longer overlooked

- Lead on the creation and delivery of supporter newsletters, taking ownership of content planning, drafting, and performance monitoring
  - Manage website content and updates, ensuring messaging is clear, engaging, and aligned with our brand
  - Assist with local marketing activity to drive engagement and footfall to our retail trading
  - Maximise opportunities to promote partnerships and engage supporters at Teens Unite events
  - Ensure brand consistency and professionalism across all communications, in line with our brand guidelines
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### **What success looks like:**

Within your first 12 months, you will have:

- Driven an increase in engagement across key marketing channels
  - Contributed to marketing and communications campaigns that raise awareness of Teens Unite's work
  - Assisted with PR and media activity, helping to secure regional and national press coverage for the charity
  - Supported the marketing of events, campaigns, and partnerships that engage supporters and young people
  - Contributed to communications that help deepen supporter loyalty and retention
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### **Who you are:**

You're ready to take the first step in your marketing and communications career within a fast-moving and ambitious organisation. As a school leaver with a strong A-Level in English Language or Literature (Grade B or above) or a graduate in marketing, PR, journalism or communications (or equivalent), you'll have excellent copywriting skills and a passion for storytelling.

You're motivated to be part of a forward-thinking charity that is growing and leading the way in youth cancer support. You believe communications can be a powerful tool for change — and you're keen to contribute to meaningful campaigns that raise awareness, influence understanding and drive action; while continuing to strengthen and apply the knowledge you've gained through your studies.

You take a proactive approach, ready to take ownership of projects and build confidence through real responsibility. Organised and driven, you're prepared to get stuck in, add value from day one, and grow alongside a team committed to making a lasting difference.

Essential:

- A degree in Marketing, PR, Communications, Journalism or English (or equivalent practical experience), or a strong A-Level in English Literature or Language (Grade B or above)
- Excellent copywriting skills, with the ability to craft engaging messages that capture attention and drive action
- Understanding of what makes a successful, engaging campaign - whether to raise awareness or inspire support
- Knowledge of what makes a story or press angle interesting and compelling
- Experience managing projects or tasks, demonstrating strong organisational skills and the ability to meet deadlines
- A collaborative and proactive approach - comfortable contributing ideas, taking ownership of projects, and eager to learn and develop professionally
- Adaptable and motivated, with the ability to thrive in a fast-paced, forward-thinking environment
- Must be able to commute to our offices in Broxbourne, Hertfordshire

Desirable:

- Experience in/ understanding of the charity sector
- Familiarity with design tools such as Canva, and email marketing platforms (e.g Mailchimp)
- Knowledge of, or experience with, updating website content via CMS systems

As Teens Unite grows, we are invested in ensuring our team members grow with us. This role offers:

- Training and development opportunities to build your skills and support and encourage career progression, with a pathway to achieving a professional qualification
  - The chance to take ownership of projects, contribute to initiatives, and see the real, measurable impact of your work
  - Opportunities to work alongside colleagues, charity partners, and brands, contributing to meaningful campaigns and initiatives across the organisation
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### **What we offer:**

When joining Teens Unite, you can expect:

- To join a thriving organisation leading the way in the youth cancer charity sector
  - To be part of an inclusive, creative and forward-thinking team
  - Responsibility for meaningful projects that directly impact young people's lives
  - Recently refurbished offices in the Hertfordshire countryside with free on-site parking
  - Flexible working arrangements
  - 35 days annual leave (inclusive of bank holidays) plus Christmas office closure
  - Optional company-contributed pension scheme
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**Salary: £22,000 - £26,000 per annum**

**Application Closing Date: Sunday 22nd March 2026**

**Interviews: From 25th March 2026**

To apply, please send your CV and covering letter to [careers@teensunite.org](mailto:careers@teensunite.org), marked FAO Brand & Communications Manager.

In your covering letter, please include:

- An example of a project, piece of work, or activity you have led, or contributed to - through studies, internships, volunteering, or other experiences. Please explain your role and what you achieved
- Why you are interested in joining Teens Unite and what you would contribute to the role

Please note: your covering letter should be your own work, in your own authentic writing style. Please do not use AI tools to generate or enhance your application - doing so could prevent your application from being considered.

Teens Unite is committed to ensuring a diverse, inclusive, and respectful workplace. We value and celebrate differences in identity, background, and perspective, and we actively work to remove barriers in our recruitment process. If you need adjustments or accommodations during the application process, please let us know.

At Teens Unite, safeguarding is of the utmost importance. All employment is subject to satisfactory employment and criminal record checks to ensure the safety of the young people we support.

Please note, where a suitable candidate is found, the role may close earlier than the advertised deadline.