



**LETCWORTH EDUCATIONAL SETTLEMENT**  
**229 Nevells Road, Letchworth Garden City, SG6 4UB**  
**Registered Charity No 311085**

## **Meet, Learn, Create!**

The Settlement is a 100 year old organisation based in the middle of the world's first Garden City. You will work in a unique Grade II listed building, the old Skittles Inn, built in 1907, which has been a centre for adult education since 1920.

We are a registered charity, providing a wide range of courses, workshops and events to the local community. As we move into our second century, we are looking for a Marketing Officer with the vision, skills and energy to help us deliver a bright future for the Settlement, and work at the very heart of our organisation.

This role will deliver high impact campaigns that strengthen and support organisational growth and will suit someone who is confident in managing multiple projects, comfortable with data and skilled at turning ideas into effective marketing activity.

What we are looking for in our Marketing Officer:

- Strong writing and content creation skills
- Confident using digital marketing tools
- Creative thinker with excellent attention to detail
- Able to manage deadlines and prioritise effectively
- Experience in a marketing role is ideal, but not essential

The full job description and application form are available on the Settlement's website or by contacting [manager@lethworthsettlement.org.uk](mailto:manager@lethworthsettlement.org.uk). Completed forms should be emailed to [manager@lethworthsettlement.org.uk](mailto:manager@lethworthsettlement.org.uk)

Salary: £13.00 per hour/£8,663 per annum for a 14 hour week on a rota basis, term time only (42 weeks per year, including Easter and Summer Schools).

Closing date: Friday 24 April 2026.

Interviews will take place on Tuesday 5 May or Thursday 7 May 2026.

Start date: Monday 8 June 2026 or earlier, subject to negotiation.