

Women@Tech

Marketing Planner

About Women@Tech

Women@Tech is a **volunteer-led** UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry. For more information, please visit our [website](#).

Job Details:

We are seeking an enthusiastic and experienced Marketing Planner to join our Marketing Pillar within the Women@Tech Group committee.

What You'll Be Doing:

- Working collaboratively across our committee pillars (e.g. events, impact, development and community) to coordinate marketing requirements.
- Support the marketing team to manage the marketing plan ensuring campaigns and marketing activities are briefed and delivered in a timely manner.
- Manage a quarterly readiness process to prioritise activities, working to achieve a target of 80% planned activity.
- Ensure all marketing activities are resourced, coordinating across the brand, campaigns, digital and social media teams.
- Project manage marketing activities so all key milestones are met.

Preferred Skills and Qualifications:

- Highly organised, experience in project management is helpful
- Confident in using visual workflow systems eg. Trello or Monday
- Confident communicator to manage stakeholders
- A team player who enjoys collaboration
- A passion for marketing and communications
- Fluent in English (other languages are very welcome!)

What You'll Get From Us:

- A collaborative and supportive work environment.
- Varied projects with a high degree of autonomy.
- Exposure to the latest DEI trends.
- Professional development opportunities.
- The chance to build your personal brand and access a unique network across major tech companies.
- The opportunity to make a meaningful impact on diversity and inclusion in the tech industry.
- A commitment to treating everyone equally, without any discrimination.

Time Commitment:

Approximately 1-2 hours per week, this is likely to be cyclical depending on the marketing plan.

Attendance at committee meetings (monthly), marketing meetings (monthly) and other cross functional meetings as required.

HOW TO APPLY:

Contact Laura Perrott, lperrott@tmforum.org