SYCOUS®

Interested in joining Sycous?



Design and Marketing Assistant			
Company	Sycous Limited	**Team**	Commercial Team
Date Posted	24/11/26	**Mentor**	Design and Marketing Manager
Start Date	ASAP	**Role Type**	Full Time/Permanent

Role Overview

We are looking for a creative and proactive Design & Marketing Assistant to help transform complex technical information into clear, engaging communications across our brands.

Sycous operates across four distinct brands: Sycous (https://sycous.com/), our commercial B2B brand serving housing providers, developers and energy clients; Mabdeck (https://help.mabdeck.com/), our software platform for heat network billing, metering and customer management; mySycous (https://mysycous.com/), our resident engagement and billing brand; and HIU Service (https://hiuservice.co.uk/), our specialist in-home maintenance and repair brand.

Working alongside the Design & Marketing Manager, you will create content, campaigns and resources that support marketing, sales, resident engagement and business growth. This is an excellent opportunity for someone looking to develop a broad range of design, digital marketing and communication skills within a growing technology business.

The role will be based out of the Sycous Leeds office with the occasional requirement to travel nationwide to attend and support at client meetings and events.

Key Responsibilities

Design & Brand

- Create and maintain marketing collateral, brochures, presentations, tender documents and resident communications.
- Ensure brand consistency across all channels and company brands.
- Support development of visual assets for digital and print campaigns.

Digital Marketing

- Create content for websites, email campaigns and social media channels.
- Assist with planning and scheduling marketing campaigns.
- Monitor campaign performance and identify opportunities for improvement.
- Support SEO and website content updates.

Content Creation

- Convert technical information into clear and creative customer-focused communications.
- Write blogs, case studies, news articles and social media content.
- Support development of multimedia content including video, animation and photography.

Business Development Support

- Assist in the creation of tender responses, bid submissions and sales presentations.
- Support the commercial team with bespoke client communications and marketing materials.
- Support the planning and delivery of exhibitions, industry events, webinars and customer engagement activities, including preparation of promotional materials and event communications.
- Coordinate and promote client training sessions, including managing communications, registrations and supporting materials.

Internal Communications

- Support communication of company initiatives, processes and updates across the organisation.

Competencies

Essential

- Experience using Adobe Creative Cloud (InDesign, Illustrator and Photoshop).
- Strong written communication skills.
- Ability to simplify technical information and tailor communications for a range of audiences, including commercial stakeholders and resident customers.
- Ability to research, develop and communicate creative ideas effectively, contributing confidently to discussions and working collaboratively to refine concepts through feedback.

- Proficient in Microsoft Office applications, particularly Word, PowerPoint, Excel and Teams, with the ability to create professional documents, presentations and marketing materials.
- Excellent attention to detail.
- Ability to manage multiple projects and deadlines.
- Understanding of social media platforms and content creation.

Desirable

- Experience with Premiere Pro or video editing software.
- Experience using content management systems (CMS), particularly Craft CMS, to create and maintain website content.
- Knowledge of SEO principles.
- Basic HTML knowledge.
- Photography experience.
- Experience using email marketing platforms.
- Interest in UX design, customer journeys and improving how users interact with digital products and services.
- Understanding of accessibility standards and inclusive design.

Future Progression

This role is designed as a development position, with opportunities to progress into a Design & Marketing Executive role as responsibilities and experience grow. The successful candidate will gain exposure to a broad range of activities, including branding, content creation, digital marketing, communications, customer engagement, business development support and event coordination across multiple brands.

Remuneration

£27,495 per annum, 37.5 hours per week. Health Insurance, Pension Contribution, Health Cash Plan , Referral Program.

Location

Reporting Office: Leeds
Working Pattern: Hybrid working with a minimum of 2 days per week in the Leeds office. Flexible home working is available.

Based: Leeds, travel may be required to attend and support at client meetings and events, or other tasks in very limited circumstances with potential overnight stays.

Working Hours:

Monday to Friday
08:30-17:00

About Sycous

We are experts in supporting energy network operators with open protocol metering hardware, software, and services.

We have industry leading knowledge and expertise in open protocol metering and data collection equipment, a skilled team of engineers for installation and maintenance, and an unrivalled customer service team for client and consumer support.

We are also the developers of the UK's first cloud based, remote data collection administration software for use in the district heating and communal energy market.

We believe in a sustainable future with transparent and accessible data at the heart of it.

We champion both innovation and education, to help drive positive change in the world of metering and billing and help keep costs as low as possible for consumers.

sycous.com

mysycous.com

sycous.com/solutions/mabdeck-software

sycous.com/orbit

hiuservice.co.uk