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| **Role Profile** | | | | |
| **Role Description** | **Communications & Engagement Coordinator** |  | **Function** | Communications & Engagement |
| **Direct Reports** | N/A |  | **Reporting To** | Senior Communications & Digital Executive |
|  | **Role Level** | 1 |
| **Budget Responsibility** | N/A |  | **Role Reference** |  |

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| **Role Purpose** |
| Provide marketing and communications support as part of the Communications & Engagement team and supporting the internal and external marketing, communications and community engagement plans. |
| **Key Accountabilities & Measures of Success** |
| 1. **Provide creative design services to the Communications & Engagement team** |
| * Support in the production and collation of marketing material as required * Production of presentation materials in print and electronically * Working with project teams to create datasheets * Providing design support for tenders/bid documents * Providing design ideas and creativity for all marketing collateral |
| 1. **Support with community and project-specific communications and engagement** |
| * Planning and delivery of key social value activities and community projects * Support with reporting progress against company social value targets and commitments * Supporting C&E team with project-specific communication & engagement requirements e.g. pre-notification letters, community noticeboards, and community events. * Support with complaints and feedback log |
| 1. **Provide Digital Marketing & Communications Services to the Communications & Engagement team** |
| * Support the collation and production of the weekly internal newsletter * Supporting content creation for internal newsletter and intranet, website and social media * Assist with digital analytics reporting for website and social media channels * Support the C&E team in the management and updating of the company intranet |
| 1. **Communications & Engagement Support** |
| * + Management of company social media channels   + Assist with the effective marketing of business divisions in Story Contracting   + Working with internal divisions to send out timely communications campaigns   + Co-ordinating photography and filming for projects and events |
| 1. **Other Duties as required or requested by the C&E Team** |
| **Enablers** |
| * Enthusiastic and motivated self-starter * Natural and confident communicator * Excellent team player * Strong level of literacy skill including proof reading * Excellent planning and organisational skills with an eye for detail * Interest in community-based events and initiatives * Interest in marketing and communications, including current trends * Striving for return on investment is essential * Working Knowledge of Adobe Creative Suite, Canva and email marketing tools is an advantage * Experience of the construction industry is an advantage * Ability to work on confidential material and tenders is an advantage * Ability to work as part of a team or on own initiative * Experience and ability to work to deadlines at pace with regularly changing priorities and workloads * Full UK Driving Licence |