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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**
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| * 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
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| 1. **Support with community and project-specific communications and engagement**
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| * 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
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| 1. **Provide Digital Marketing & Communications Services to the Communications & Engagement team**
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| * 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
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| 1. **Communications & Engagement Support**
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| * + 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
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| 1. **Other Duties as required or requested by the C&E Team**
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| **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
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