
Summary of Role

Job Title:	Communications Coordinator
Reporting to:	Communications Director
Hours:	Monday – Friday 9:00am – 5:00pm
Location:	6-8 Bonhill Street, London, EC2A 4BX
Salary:	£27,500 - £32,500 dependant on experience
Application Deadline:	21 April 2017 by email to Angela.Williams@BuildUK.org including CV & personal statement setting out suitability for role

Build UK is an influential representative organisation presenting a single voice for the UK construction industry. By bringing together Clients, Main Contractors, Trade Associations representing over 11,500 Specialist Contractors and other organisations committed to industry collaboration, Build UK members deliver in excess of 40% of UK construction.

Our small, friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **Communications Coordinator** who is responsible for supporting the delivery of all aspects of internal and external communications, enhancing Build UK's digital presence, and maintaining our intranet.

About the Role

The role involves working with Build UK's members, the national and trade press, and a range of stakeholders, service providers and sponsors. The right candidate will make a positive and visible impact on the quality of communications delivered by Build UK as well as its profile within the construction industry.

You would be expected to develop an understanding of the business of Build UK and its members and be capable of communicating with and providing information to businesses, both large and small. You will be confident and dynamic, have the ability to prioritise a busy workload, project a professional image and have outstanding written and verbal communication skills.

Result Areas

- Increased profile of Build UK and its members within the industry
- Professional and consistent 'look and feel' for communications
- Increased digital presence
- Coordinated and regular contact with national and trade press
- Effective communication with members and stakeholders
- Productive relationships with service providers
- Active contributor to a highly motivated and effective team

Responsibilities

- Sourcing, drafting and promoting engaging content for Build UK press releases, articles and social media, with attention to tone of voice and house style
- Editorial and quality control for all communications
- Maintaining media contact database and responding to media queries
- Drafting compelling member communications with an understanding of brand style and audience
- Creating and delivering HTML newsletters using MailChimp
- Overseeing Build UK and Newsline websites, initiating developments using WordPress and online content management systems
- Creating marketing collateral including adverts, brochures, policy reports and other promotional materials through design agency
- Coordinating activity for all social media accounts including Twitter, LinkedIn, Facebook and YouTube, using analytics to drive results
- Fulfilling partnership agreements and overseeing renewal process
- Developing and delivering internal communication tools
- Overseeing intranet to ensure all staff are kept up to date on the organisation's latest news
- Managing Build UK Communications Calendar

Knowledge & Experience

- Educated to degree level or equivalent with outstanding written and verbal communication skills
- Experience in marketing communications and working with the media
- Experience of content management systems, website management software (WordPress) and basic HTML coding
- Working knowledge of Photoshop and In Design
- Creative flair with exceptional attention to detail
- Excellent organisational skills
- Demonstrable customer relationship skills
- Well-presented and professional approach

Build UK Core Values

- **Corporate Image** - Ensuring commitment and attention to detail with a particular focus on the consistent and professional appearance of Build UK at all times
- **Credibility** - Delivering honestly and effectively each and every time whilst having the confidence to say that more information is required before an answer can be given
- **Innovation** - Being prepared to take risks and make decisions that push traditional boundaries
- **Delivery** - Taking ownership and responsibility for tasks, preparing for all eventualities and seeing commitments through to the end
- **Team** - Playing to the team's strengths and providing encouragement and support to colleagues as well as debriefing effectively and learning lessons with a view to continuous improvement