

Opportunities with Build UK

What We Do

Build UK is a membership organisation representing the whole construction supply chain.

Construction has a huge impact, creating millions of jobs across the economy and delivering the homes and infrastructure that shape our society, and we are committed to transforming the industry to become more efficient and financially viable.

We do this by delivering projects that help to increase productivity, promote best practice and provide a consistent approach. From the Common Assessment Standard, which is streamlining the industry's pre-qualification process with the potential to save £1 billion across the supply chain, to support for implementing the new building safety regime, Build UK is focussed on making sure the industry has the skills, knowledge and technology to improve the quality of the built environment.

Who We Are

Build UK has a small team based in the [Building Centre](#), off Tottenham Court Road.

We have a dynamic and fast-paced working environment which enables us to focus on our priorities whilst also responding to external challenges.

With a reputation for delivery, we pride ourselves on our high standards which enable members and the wider industry to trust the guidance and information we produce.

We are also direct and honest which stands us in good stead when juggling projects, issues, and expectations!

What We Offer

- Flexible arrangements combining working from home with two days in the office each week
- 25 days' holiday per year plus bank holidays
- Pension scheme with matched contributions up to 5% on completion of probation
- Private healthcare scheme
- Regular social activities
- Free refreshments and a well-stocked kitchen!

What We Are Looking For

To help us promote the work we do to our members and stakeholders, we are looking for an organised and enthusiastic Communications Coordinator to support the delivery of clear, engaging communications that strengthen the profile of Build UK within the construction industry and beyond.

Working closely with the Communications Manager, you will play an important role in supporting Build UK's corporate messaging across a range of channels. You will have excellent written skills and attention to detail to help deliver our communications activity, coordinate digital content, and support campaigns that showcase our work.

We are a busy team, regularly tackling long-standing and complex issues, so the ability to prioritise and show resilience are also essential!

Communications Coordinator

- Full-time (35 hours per week)
- Flexible, hybrid working
- Salary of £30,000 - £32,000 pa
- Reporting to Communications Manager

Applications, including CV and personal statement of no more than 500 words explaining why you are the best person for the role, should be sent to Careers@BuildUK.org.

Responsibilities

- Supporting the Communications Manager to deliver Build UK's communications strategy to increase engagement with members and raise the profile of Build UK
- Sourcing, drafting and promoting written content for Build UK communications, with attention to house style
- Creating and distributing newsletters using MailChimp
- Coordinating activity for Build UK's social media platforms, including planning and scheduling posts, monitoring engagement, and responding to messages and comments
- Updating and maintaining the Build UK website using WordPress
- Creating and formatting collateral in-house, including guidance notes and social media postcards
- Monitoring Build UK corporate identity and use of the Build UK brand, ensuring co-ordination and quality control for all communications
- Using analytics to monitor the performance of communications
- Monitoring the dedicated communications mailbox, including responding to queries from media, members and stakeholders
- Supporting membership and meeting processes to ensure accurate and timely circulation and recording of information
- Undertaking other tasks as reasonably requested to contribute to the success of the team.

Required Skills and Experience

- Experience of working in a communications or marketing role, ideally within a B2B or membership-based environment
- Strong written communication skills, with the ability to distil detailed information into clear, engaging copy for a range of audiences and channels
- Well organised, with the ability to manage multiple tasks, meet deadlines, and maintain attention to detail in a fast-paced environment
- Experience of WordPress or similar CMS to create and update website content
- Experience of Mailchimp or similar email marketing platforms, and basic HTML encoding, to create and send newsletters and campaign emails
- Experience of social media platforms and content creation software to create graphics for social media and other Build UK collateral
- Ability to use analytics tools to monitor performance and inform improvements.

Build UK Values

Corporate Image

Ensuring commitment and attention to detail with a focus on the consistent and professional appearance of Build UK at all times.

Credibility

Delivering honestly and effectively every time whilst having the confidence to say more information is required before an answer can be given.

Innovation

Being prepared to take risks and make decisions that push traditional boundaries resulting in new and innovative projects and ways of working.

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 learning lessons with a view to continuous improvement.