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## Summary of Role

<b>Job Title:</b>	Communications Coordinator
<b>Reporting to:</b>	Trade Association Manager
<b>Hours:</b>	Monday – Friday 9:00am – 5:00pm
<b>Location:</b>	6-8 Bonhill Street, London, EC2A 4BX
<b>Salary:</b>	£27,500 – £30,000 per annum subject to experience
<b>Application Deadline:</b>	ASAP by email to <a href="mailto:Careers@BuildUK.org">Careers@BuildUK.org</a> including CV & personal statement to cover experience for role and why you are the best person for Build UK (Limit of 500 words)

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Build UK is the leading representative organisation for the UK construction industry. Offering influential and dynamic leadership, Build UK is transforming the delivery of construction projects for the benefit of the industry, its clients and the UK economy. Representing more than 40% of UK construction, Build UK creates the conditions for supply chains to thrive by delivering change on key industry issues.

Our friendly team is based in offices in Bonhill Street (EC2A 4BX) where we have a vacancy for a **Communications Coordinator** who will support the delivery of all aspects of marketing communications for five of our Trade Association Members and an Independent Training Group.

### About the Role

The role will involve producing content for a range of media, developing and maintaining websites, and working with members, the construction trade press, and a range of service providers and sponsors. The right candidate will make a positive and visible impact on the quality of communications delivered by each Trade Association and their profile within the construction industry.

You will be expected to develop an understanding of the business of Build UK, the Trade Associations and the Training Group and be capable of providing information to businesses, both large and small. You will also 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 Trade Associations and their members
- Professional and consistent ‘look and feel’ for communications
- Increased digital presence including social media
- Co-ordinated and regular contact with 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 publishing engaging content for press releases, articles and social media
- Editorial and quality control for all Trade Association communications in line with brand and house style
- Maintaining media contact database and responding to media enquiries
- Drafting relevant and useful member communications
- Creating and delivering HTML newsletters using MailChimp
- Publishing a quarterly Journal
- Overseeing Trade Association websites, initiating developments using WordPress and online content management systems
- Creating marketing collateral including adverts, brochures and other promotional materials through design agencies
- Co-ordinating activity for all social media accounts including Twitter, LinkedIn, Facebook and YouTube, using analytics to drive results
- Providing support marketing committee meetings, including preparing papers and taking minutes

## 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 InDesign
- 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.