

STEWARTS

Job description

Job title:	Communications Executive
Reporting to:	Senior Communications Manager
Department:	Marketing
Location:	London
Purpose of role:	Managing external and internal content in line with the firm's communications strategy
Hours:	Monday to Friday, permanent, full time

Job responsibilities:

Supporting the Senior Communications Manager in the development and delivery of internal and external communications across core areas of content, PR and internal communications.

Key responsibilities include:

- Working with the Senior Communications Manager and wider marketing team on tactical plans to support department business plans and core objectives
- Reporting to stakeholders on relevant statistics for internal communications, and PR and advising on adapting future content accordingly
- Managing internal communications and PR output in the Senior Communications Manager's absence.

Content

- Co-ordinating departments on article production for website or external publications; to be republished internally where appropriate
- Assisting with preparation of content to be distributed in email marketing, partner platforms and social media
- Idea generation and feedback for article production
- Assisting with research relating to thought leadership and article production
- Liaising with publications and partner platforms regarding content provision, deadlines and production.

PR

- Supporting the Senior Communications Manager on PR output and liaising with our PR agency accordingly
- Summarising press coverage and comments for repurposing on the website and social channels
- Assisting the Senior Communications Manager with PR as and when required.

Internal

- Managing the flow of articles for Insite.

- Writing articles for the website and intranet around topics including (but not limited to) award wins, directory rankings
- Editing and producing internal communications in line with strategic messaging

Job skills:

- Two to three years' experience in a law firm or professional services marketing team focused on communications
- Degree educated, preferably in English, and/or strong academics. Relevant CIM/CIPR/IDM qualifications advantageous
- Excellent communications skills (written and verbal) required with strong attention to detail and ability to manage internal and external stakeholders
- Interest or experience working in PR & Communications
- Excellent IT skills, experienced in Microsoft Office suite inc. Outlook, Word, PowerPoint and Excel, with ability to adapt to new technology and processes
- Experience in analysing and reporting on communications impact and report writing
- Ability to demonstrate excellent judgement and discretion regarding confidential and commercially sensitive information.

General:

- Demonstrates excellent communication and interpersonal skills (respectful, positive, articulate, professional and sympathetic)
- A dynamic and focussed individual who makes things happen
- A respectful, reliable and supportive team player
- Professional in attitude and able to work under pressure
- Self-motivated with a high level of initiative and persistence
- Well organised, uses initiative, prioritises appropriately, applies self, shows attention to detail, manages own workload and meets deadlines
- Delivers helpful internal and external client services with a "can do" approach, shows commercial awareness and represents the department and Firm appropriately
- Shares information and ideas
- Reflects the Firm's culture.