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Media External Affairs Executive, London

Description

THE COMPANY

Our client is looking to recruit a Media & External Affairs Executive in London.

The company is a new and innovative organisation at the forefront of the rail industry.

RESPONSIBILITIES

Media & External Affairs Executive responsibilities include:

- To design, plan and execute a media plan which uses traditional and social media to target stakeholders including the public.
- To identify media opportunities generated by company activity and the media landscape
- Where no opportunities present themselves, create them
- Pre-empt and respond to negative media attention
- Establish and maintain an appropriate, professional and pro-active working relationship across the business, partner organisations & media.

SKILLS REQUIRED

Media & External Affairs Executive skills required:

- Planning & executing complex, layered work programmes
- Distilling complex technical information and sensitive material into compelling copy
- Creating persuasive, truthful, targeted messaging for stakeholders

Media & External Affairs Executive knowledge:

- Understanding of how the media works in the UK (essential)
- Contacts in relevant media, rail industry or Ox-Cam Arc (desirable)
- Experience of communications within infrastructure (desirable)

EXPERIENCE:

- 2-3 years in Communications/External Affairs role with a media focus (essential)
- 2-3 years in a broad Communications role (desirable)

You should apply now if you:

- Are a compelling, convincing and articulate communicator
- Flourish when interacting with people
- Are demonstrably fair, open and honest, with a strong moral compass
- Have the determination to deliver the nitty-gritty outputs of external affairs, balanced with a skill for assessment and planning

Employment Type

Full Time

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Construction

Working Hours

8 AM to 5 PM

Base Salary

£ £35,000 - £ £38,000

Date posted

21st June 2019

Valid through

2 August 2019

CONTACT DETAILS

To apply for this role, click apply now below, or to find out more information contact us at [02038541119](tel:02038541119) or email: hello@citycalling.com.