

We are a global design leader ranked in the Top 20 in the UK and within the Global Top 100 of architectural practices. With our Head Office in London, we have studios across the UK and internationally in New York, Singapore and Amsterdam.

Our people are the foundation of our culture: tightly knit and incredibly welcoming. We nurture our staff and encourage their creative and entrepreneurial spirit. We set high standards for ourselves and our teams work collaboratively to achieve the best, and have the determination and drive to do things better. We like to push ourselves, creatively, in business and as a team. We listen and explore every angle with our clients so that we make the creative journey an enjoyable one for all.

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## **COMMUNICATIONS EXECUTIVE**

### **Your role**

- Provide team assistance you will report to and work closely with the Head of Marketing and Communications and our Communications Manager to help deliver the global marketing and communications plans.
- Assist in raising the profile of the Practice externally through website and social media content, supporting the business development function and maintaining internal communications.
- Engage regularly with sectors in keeping marketing material and imagery up-to-date.

### **What you will do**

- Assist in sourcing, developing, writing and editing clear and engaging content for press releases and internal, online and digital channels including our client e-newsletter, intranet, social media (twitter/LinkedIn/Instagram) and website as well as for company literature and exhibitions
- Upload content and imagery across our four websites.
- Work with guidance to enhance website optimisation and SEO rankings through content, tagging and linking.
- Assist with sourcing, writing and uploading engaging content to our social media platforms – LinkedIn, Instagram and Twitter
- Keep our PR Planner and PR contacts up to date
- Obtain industry press future features lists
- Update our Press Coverage archive
- Ensure all sector-specific literature including portfolios and presentations are regularly updated and in line with brand guidelines working with the graphic designer.
- Upload project imagery to our image database Open Asset and tag imagery appropriately.
- Sourcing and adding articles from across the Practice to our internal intranet.
- Assisting with creating award submissions.
- Assisting with the admin associated with booking staff onto sector-specific events
- Assisting with client events.
- Feed into monthly Operations and Strategy Board reports.

### **Drive for Results**

Enthusiastic, driven and determined to deliver results; taking objectives willingly and proactively setting own goals; measuring your own success; focusing on new or more effective ways of delivering results; persistent; seeking and acting on feedback.

### **Concern for Quality**

Double check the accuracy of your own work; follows SB-MS systems and procedures; supports and helps others, encouraging them to observe the correct procedures and standards.

### **Teamwork**

Understand your own role and others within the team; works hard, shares experience, ideas and opinions.

**Interpersonal effectiveness**

Listens; understanding both content and emotion; picking up on body language, probing to develop a clearer picture of the situation; builds a rapport with people within the Practice.

**Agility and adaptability**

Receptive to change; makes constructive suggestions; agile and works quickly to ensure changes are implemented; restrains strong emotional impulses; resists temptation to react immediately.

**Your skills**

- Would suit communications graduate with 1-2 years' experience in similar role, looking to improve upon existing skills within an architectural/design industry.
- Good grammar and written skills, accurate, with a keen eye for quality control (including proofreading, quality checking, imagery and design).
- Some graphics experience in either InDesign, Photoshop or Affinity Publisher and Affinity Photo together with PowerPoint.
- Experience with website CMS and social media management dashboards and in writing content suitable for both.

**Your qualifications and experience**

- Either possess a Communications qualification or have worked within a Communications team.
- Experience, and understanding of on and offline media platforms preferable.
- Some experience of writing compelling content.