



Job Description

Job Title: Responsible Business & Communications Co-ordinator
Reports to: Responsible Business & Communications Manager
Date: 10th June 2021

Job Purpose:

Under the guidance and direction of the RB & Comms Manager, assist in the co-ordination and management of all planned site-based community engagement and communication activity.

Main Accountabilities:

1. Co-ordinate and deliver all planned site-based community engagement activities in conjunction with the RB & Comms Manager, site team and the client.
2. Assist the RB & Comms Manager to ensure all agreed targets and activity achieved, fall within budget and meet deadlines.
3. Supporting the RB & Comms Manager to build relationships with key external stakeholders on projects, e.g., councils, local community and voluntary groups, charities, etc, to maximise engagement impact and increase potential for positive legacy post project.
4. Record all community engagement activity via the site RB Plans to provide a record for monitoring and historical reference for future bids, etc.
5. Working under the guidance and direction of the RB & Comms Manager to produce scheme marketing and promotional material e.g., newsletters, flyers, poster, case studies.
6. Under the guidance of the RB & Comms Manager support with the delivery of the communication and social media plan.
7. Support the RB & Comms Manager with social media management, scheduling posts, producing graphics and gifs for internal and external comms via Twitter, LinkedIn, Website, Yammer, Facebook, Instagram, etc.
8. Under the guidance of the RB & Comms Manager update the content on the Jehu Group website, including; news, live schemes, sub-contractors info, standard etc.

Working relationships & contacts

Internal

- Report to the Responsible Business & Communications Manager.
- Contract Managers & Site Managers to exchange information.
- Bid Co-ordinator to exchange information.
- QS and Purchasing team to negotiate community support from Supply Chain Partners.

External

- Client representatives.
- Supply chain partners on agreeing and negotiating their input into community activity.
- Community and volunteer groups, charities, schools, local authorities on exchange of information and informing.

Dimensions of role

- An average of approximately 12 applicable live construction projects at any given time.
- Close liaison with x6 Contract Managers.
- Average length of schemes approx. 18 months.

Person Specification

- Excellent forward planning and organisational skills, management of time and hitting project milestones, co-ordinating multiple projects.
- IT literate with the ability to use the MS Office suite of packages including Outlook, Word, Excel, also, ideally, Publisher and graphic packages including; Indesign, Photoshop and Adobe Pro suite.
- Excellent knowledge of Social Media platforms – Twitter, LinkedIn, Facebook, Instagram and ideally experience of social media management via the use of scheduling platforms e.g. Hootsuite.
- Good level of verbal and written communication skills with the ability to deliver presentations to small groups; ability to structure and write letters and produce promotional material to a good standard.
- Good standard of personal presentation with smart, business-like presentation to clients and external stakeholders.
- Experience/knowledge of construction industry.
- Experience/knowledge of community groups and schools.
- Drive, enthusiasm and tenacity to reach project goals.
- A genuine passion for Responsible Business behaviour, successful community engagement and positive legacy.