

Communications Executive Job Description (2 roles available)

Gray's Marketing and Comms Specialists are a passionate full-service agency based in the Northwest of Northern Ireland servicing clients globally.

As an employer accredited by the National Living Wage Foundation, Gray's prioritise attracting and retaining top talent by offering competitive wages alongside sustainable employment opportunities.

We need a hard-working individual who approaches PR, comms and strategic engagement with real passion. We like smart, clean and innovative content.

You will be responsible for developing projects from start to finish and coming up with original ideas as well as working closely with your colleagues across our marketing, communications and design functions.

We need a super organised individual who can multi-task with ease and work comfortably in a fast-paced environment. At Gray's, collaboration is key, and we all work closely together, meaning that it's essential for you to be a strong team player. We would ideally be looking for a candidate with access to a vehicle.

Phone and email etiquette needs to be extremely refined as we pride ourselves in our ability to communicate effectively and with impact at all times. The successful candidate will also need to be able to work under pressure. We must stress, this is a busy working environment.

The ideal candidates will have:

A CV that demonstrates the ability to deliver on the following core responsibilities:

- Develop and implement communications strategies on behalf of clients focusing on delivering actions on campaigns and events targeted at specific demographics;
- Provide strategic and hands-on support across all communications-related activities and actions;
- Prepare implementation plans to ensure that client activities are programmed and delivered in a timely manner across all platforms;
- Establish effective networks and partnerships to support and enhance future communications opportunities and activities;
- Liaise with and manage external suppliers to provide a high quality of service delivery to ensure all activities are scheduled and delivered on time and within budget;
- Prepare and present reports to clients as and when required;

- Provide media evaluation reports to clients on a regular basis;
- Attract new business and clients to Gray's through positive relationship building;
- Have a keen eye for typography and layout;
- Attention to detail with spelling and grammar;
- A strong knowledge of industry trends, new technologies, software and techniques.

The successful candidate will be responsible for:

- Acting as the media point of contact on behalf of a wide range of clients;
- Writing compelling content across various industries in a knowledgeable manner;
- Collaborating with marketing and design colleagues to create harmonised content aimed at achieving strategic priorities agreed with clients;
- Being proactive and working independently when necessary;
- Working to strict deadlines;
- Having an active role in contributing to idea generation within the team;
- Working hours: Mon-Fri 9am-5.30pm;
- On occasion you will be the 'out of hours' media contact for emergency scenarios.

Desired criteria

- Third level degree in Journalism, Communications or a similar field;
- A minimum of 3 years' experience working in professional communications support and public relations is essential;
- Excellent communication skills (written and oral);
- Meticulous accuracy in grammar and content development;
- Punctual and well organised with an ability to keep on top of multiple projects being worked on simultaneously;
- A driving licence with access to a car.

Benefits

- Wellbeing programme
- 30 days holidays per year
- 1 hour lunch breaks
- Contribution to parking costs
- Private healthcare (following successful probation period)
- Company events
- Working with an innovative team who provide services to multiple industries
- Hybrid working available under a four-day fortnight arrangement
- Office located at 19 Clarendon Street, Derry-Londonderry, N. Ireland BT48 7EP with a minimum requirement of 6 days per fortnight on site
- The opportunity to work within a fast-paced organisation and learn from individuals with high levels of experience.

Ability to commute/relocate:

- Derry-Londonderry, N. Ireland BT48 7EP: reliably commute or plan to relocate before starting work (required)

Job Type: Permanent, Full-time

Pay: From £27,500 per annum

How to Apply

To apply, please send a cover letter and your CV to chris@grayscommunications.com for consideration.

Closing date: 10th May 2024. Interviews will be conducted in the weeks commencing 20th May and 27th May.