

Communications Coordinator, London

Price & Myers is seeking a communications coordinator to join its team in London.

The role of Communications Coordinator is a key position within the Communications Team and within the Practice as well. It requires excellent verbal and written communication skills, a team-focused mindset and a willingness to use personal initiative to help tell the Price & Myers story. Strong knowledge of MS Word, Excel and Outlook and proficient skills in using InDesign to at least an intermediate level are essentials. The Communications Coordinator reports to the Head of Communications.

The principal qualities and responsibilities of the Communications Coordinator are:

Managing the Practice-2-Practice programme logistics

- Updating the Practice-2-Practice Presentation as required
- Organising and executing the Practice-2-Practice Presentation schedule
- Ensuring that outcomes of the P2P events are recorded in CMAP
- Ensuring that follow-up actions are recorded and executed
- Liaising with Partners, Associates and the Head of Communications to identify suitable practices and contacts, and book ongoing appointments

Assist the Communications and Bid Manager to compose bids

- Work closely with the Communications and Bid Manager to identify new work opportunities
- Help collate relevant information for bids, competitions and other submissions
- After suitable training, be responsible for putting together smaller bids, with minimum oversight from the Manager.

Events organisation

- We are looking forward to returning to a programme of internal, and occasionally external, events and networking initiatives. These can be both professionally and socially focused events.
- The Communications Coordinator will play a key role in organisation and logistics to ensure success and maximum impact for our events.
- This will include follow-up for attendees where relevant.
- Currently the Comms Coordinator will assist, and sometimes lead, the organisation of virtual events.

Networking

- Related to the P2P and events programmes is the need to assist with broader networking for the practice. This includes identifying opportunities for the P&M team to attend, encouraging attendance, assisting with briefing where relevant, and assisting with follow-up.
- Ideally, the Communications Coordinator will also occasionally attend such events

Communications Planning

- Work with the Comms team, Partners, and Associates to identify significant projects and collate and produce material for use on our website, social media channels, award entries, bids, CVs, and our internal and external newsletters – all information needs to be stored on our central CMAP system and updated across the server.

Marketing and Awards

- Ensure that technical staff are aware of deadlines for award submissions
- Assist the Communications Manager to prepare submissions of entries for awards.
- Ensure all award entries, shortlists and wins are recorded and publicised appropriately internally and externally
- Review journals regularly and file all Price & Myers projects/mentions onto the database and as a hard copy.

Press

- Direct press enquiries to Head of Communications
- Provide wider design teams with information to support their project PR campaigns.

Note – hours for the role are standard practice hours – 9am to 5.30pm. There will be occasions where extracurricular time may be needed (bid deadlines, or industry events) but it's anticipated that these will be rare.

If you are interested, please email your CV and cover letter quoting reference Communications Coordinator to Emma Leaper at eleaper@pricemyers.com

No recruitment agents please.

Price & Myers is an equal opportunities employer.