

Reference ID: 44E - PS

Application deadline: 31/08/2024

Job Types: Full-time, Permanent

Salary: £25,000-35,000 (based on experience)



Project Specialist

Looking for an exciting new opportunity? Want to be part of a fast-growing creative business?

44 Communications is a dynamic and creative agency with great people and exciting clients.

We are an internal communications company that specialises in engaging employee audiences.

We require a talented project specialist to create industry-leading colleague and stakeholder communications – across a number of potential fields: campaigns, editorial, publications, or digital channels.

The successful applicant will be:

- **First-class** – a proven track record in producing quality internal communications projects that are planned, integrated and measured.
- **Adaptable** – Based in our Leamington office and working flexibly from client sites too.
- **Collaborative** – Great with people and adept at building lasting client and team relationships.
- **Creative** – Brimming with creative energy, technical flair and passion for the job!

Terms: This is a full-time role. Salary is dependent on experience.

Please send us a covering letter explaining why you think you fit the bill and your CV.

Deadline for initial expression of interest: 31 August 2024.

DIMENSIONS

- The Project Specialist is employed to lead and support the day-to-day operation of the company's communication projects.
- Reporting to the designated Account Director (AD), the PS undertakes a wide range of creative project work to help the company deliver the best possible levels of service and end quality to its clients.
- As the PS's client knowledge/experience increases, these tasks will evolve accordingly in line with specific project and wider business requirements, and the PS's own personal development plans.

www.44communications.co.uk

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VAT Number: 919 0207 39 | Company registration number: 6192650

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KEY JOB AREAS:

Project-based tasks (in no specific order)*

- Leading high-quality communications projects or campaigns
- Client relationships – day to day service and development as required
- Attendance at client meetings – as required
- Content research, writing and editing as required
- Content clearance – overseeing progress, proofing and managing reviews
- Picture briefings, organisation & direction – as required
- Creative input – ideas/suggestions
- Project management – schedules, process admin & data maintenance
- Commercial administration – estimates, billing plans, costs and invoicing
- Use of in-house software – Synergist - for project management and financial information

Measures

- 1) Weekly reviews (Every Monday – team meeting)**
- 2) Regular face to face updates with AD or BD (min weekly)**
- 3) Service reviews: KAMs (monthly) and SR (quarterly)**

Client service, marketing & new business (in no specific order)*

- Competitive tendering/pitch work – as required
- Business development – opportunities and networking
- Membership bodies – events and awards entries
- Marketing collateral input – as required
- Website – ideas and input
- Implementation of standard editorial processes and quality mark.

Measure

- 1) Weekly reviews (Every Monday – team meeting)**
- 2) Regular face to face updates with AD or BD (min weekly)**
- 3) Service reviews: KAMs (monthly) and SR (quarterly)**

General office (in no specific order)*

- Support of other colleagues in the office.
- Training/development of colleagues as required.
- Telephones – fielding calls and general message taking.
- Personal IT maintenance, regular back-up & trouble-shooting – as required.
- Use of forms and processes as required (e.g. ISO).
- Proper use and care of equipment and materials for which the role has responsibility.

Measure

- 1) Weekly reviews (Every Monday – team meeting)**
- 2) Regular face to face updates with AD or BD (min weekly)**
- 3) Service reviews: KAMs (monthly) and SR (quarterly)**

*These lists of duties are not exhaustive and the jobholder will be required to carry out any other duties that may be deemed to be within the scope of this position.