

Communications Assistant

Hawkins\Brown Job Description

Reporting to: Communications Managers

Role: To provide support to the Communications team

Key areas of responsibility (including but not limited to);

Online

- Website – day to day management of Hawkins\Brown website content, e.g. sourcing new material from the architectural teams in order to update existing and create new page content, and create and publish news pieces
- Social media – day to day management of Hawkins\Brown social media profiles, e.g. compiling and scheduling original content via Hootsuite monitoring our social media profiles, and carrying out engagement activities on each platform – all in accordance with Hawkins\Brown social media guidelines
- Carry out regular updates of Hawkins\Brown external online profiles and directory entries, such as RIBA and NLA

Awards, exhibitions and events

- Prepare and submit awards entries, including sourcing new material from the architectural teams and other stakeholders where required
- Assist in researching upcoming and new awards
- Work alongside communications team members to organise event organisation and logistics

Graphic Design

- Desktop publishing (InDesign) update and generate new branded documents as required
- Image editing (Photoshop) as required
- Print management as required

PR

- Feed relevant press coverage through to website and social media
- Upload press coverage to Open Asset image library

Other activities

- Contribute to Communications team elements of Hawkins\Brown intranet
- Act as communications team gatekeeper for Open Asset image library
- Contribute to production of major projects within Hawkins\Brown communications strategy as required, such as review and improvement of existing assets, one off publications and bespoke materials
- Offer general assistance where required to the team

Key skills required

- Good knowledge of InDesign and Photoshop
- Good knowledge of Microsoft office suite
- Good knowledge of social media and scheduling platforms
- Knowledge of Illustrator and other Adobe CC programmes would be helpful but not essential
- Knowledge of Open Asset or other image library software and website content management systems would be helpful but not essential
- Excellent organisation and communication skills
- Initiative and flexibility
- Strong attention to detail
- Conscientious
- Enthusiastic

These are the key tasks as currently defined. They are not listed in priority order. From time to time the key tasks may be varied and the post holder will be expected to take on such variations within the constraints of the position and the level of responsibility implied in it.