

John Robertson Architects
April 2022

COMMUNICATIONS CO-ORDINATOR
www.jra.co.uk

John Robertson Architects (JRA) is seeking an enthusiastic and versatile Communications Co-ordinator. This is a key role at the heart of the practice and is a great opportunity to be involved with every aspect of our communications and marketing.

JRA is an established, award winning AJ100 architectural practice based in central London. The practice undertakes a wide range of architectural projects including new-build schemes, redevelopments, work to listed buildings and fit-out and interior architecture.

The Communications Co-ordinators assist in creating and managing our marketing, business development and publicity activities. This role is a great opportunity to develop your skills and experience and to work on many aspects of communications within the design sector. You will have the chance to work closely with the Directors, develop a detailed understanding of marketing and will be able to take ownership of projects and contribute with ideas.

The JRA Marketing Team consists of two Communications Co-ordinators who report to the Directors.

Tasks and responsibilities include:

- Managing content for internal communications and updating social media/website.
- Production of brochures and other marketing collateral.
- Co-ordinating press requests and delivering the requested material and information.
- Co-ordination and organisation of company events, receptions and exhibitions.
- Liaising with external PR companies and managing press releases and PR opportunities.
- Maintaining marketing folders.
- Managing licensing and copyright of JRA material.

Key qualities and experience:

You will be highly organised, flexible, creative and pro-active in your approach, as well as confident and presentable. The ideal candidate will have a good understanding of marketing and a passion for communications. You will have excellent written and verbal communication skills as the role will involve some copywriting and content creation as well as client communications. You will need a proven ability to balance a range of tasks while meeting multiple deadlines. Experience of working in an architectural practice is desirable but not essential.

Essential skills: Microsoft Office Suite / InDesign / Photoshop.

Preferred skills: Wordpress / Social Media software (e.g. Hootsuite)

Salary: Negotiable, dependent on experience.

John Robertson Architects is an equal opportunities employer.

Candidates must be eligible to work in the UK without restriction.

For information about how we manage your personal data, please see our Privacy Policy on the Contacts Page of our website.

To apply, please send a covering letter describing how you will contribute to JRA along with your CV: careers@jra.co.uk quoting the reference JRA2022_CC in the subject line.

Attachments must not exceed 5MB. Candidates must possess fluent spoken and written English.

No agencies please.