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| **Role:** | Corporate Communications Co-ordinator | **Reports to (Business):** | VolkerWessels UK Shared Services / VolkerRail |
| **Location:** | VolkerRail, Eagre House, J3 Business Park, Carr Hill, Doncaster, DN4 8DE | **Reports to (Function):** | Corporate Communications Executive – Tina Cator |
| **Current Job Holder:** | N/A |

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| Overall Role Purpose: |
| To assist in providing external and internal communications support to all divisions of VolkerRail, ensuring the business’s diverse range of capabilities are captured and promoted through various marketing collateral, campaigns, and projects. |

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| Key Accountabilities: Describe the key tasks and responsibilities the job-holder has on an on-going basis. |
| * Creation of the companies weekly news updates * Report creation and research development * Updating our marketing information database system * Press clippings * Analytical review for website and social media * Writing case studies, articles and news stories * Providing regular updates to VolkerRail’s website * Administration of marketing materials in Workspace * Administration of our shared drives * Ensuring social media channels are updated regularly with relevant content * Monitoring levels of corporate merchandise * Assisting in the implementation of internal campaigns * Assisting with events where required * Assisting with the work winning team for tender opportunities * Photography |

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| Interfaces: Definition of the mutual expectations between roles that are interdependent and have points of interface. Think of the key processes in which this role is involved and the interfaces within this. | |
| **Internal Contacts** | **External Contacts** |
| Corporate Communications at VolkerWessels UK | Suppliers i.e. designers, merchandise companies, trade press etc. |
| Site teams | Subcontractors |
| All VolkerRail staff | Clients |
| Staff of VolkerWessels UK and sister companies |  |
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| Delegated Authority: The decisions that the role holder is allowed to make. |
| * Identifying notable news to share with the business * Managing online content * Development of needs with the Work Winning team * Case study updates * Report creation and research development |

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| **Limits of Financial Authority:** |
| N/A |

**Career Path Information**

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| Required Qualifications / Expertise: |
| Professional certificate in Marking and Communications or equivalent  experience within a communications role is desirable |

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| Key Competencies required for this Career Level: | |
| **Technical** | **Behavioural** |
| Proficient in all aspects of Microsoft Office | Written communication skills |
| Proficient in InDesign | Verbal communication skills |
| Proficient in Photoshop | Organisational skills |
| Proficient in social media platforms including Twitter, Linked In, Facebook and YouTube | Creativity |
|  | Ability to work efficiently within time constraints |
|  | Ability to work proactively without deadlines |

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| Critical Development Experiences – Development and experience to be obtained before moving to the next level:   * What are the key development experiences that a person should obtain at this point in their career that will prepare him or her for the next career step? * Are there specific stretch assignments that a person should seek at this point in his or her career? * Are there important roles that a person should obtain at this point in his or her career to prepare him or her for more formal leadership roles? * What has been found to be crucial to be ready for the next career step? |
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| **Please note:  This Job Description is not exhaustive and staff will be required to undertake duties other than those listed.** | | | | | |
| **Agreed copy** | | | | | |
| **Signature:** |  | **Name:** |  | **Date:** |  |