

# Stakeholder Engagement Executive

**Employer:** East West Railway Company

**Location:** Milton Keynes

**Basis:** Permanent

**Role Summary:** A critical role working across a wide range of Stakeholder Engagement projects, supporting all members of the dedicated & driven Stakeholder Engagement Team with their work.

The role will have particular responsibility for the ownership, development, coordination and administration of key stakeholder activity, such as writing and sending periodic updates, assisting the team with organising events online and in person, maintaining our fast-moving Stakeholder Engagement Calendar and contributing to the EWR Co Community Hub.

The breadth of the role will enable you to discover and develop skills in all aspects of the communications function.

## A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

## **Responsibilities and accountabilities**

- Expect to work on every aspect of Stakeholder Engagement, from event delivery, design and print to engagement campaigns and content creation
- You'll be supporting all members of the Stakeholder Engagement team with their work
- With support from us, we'll also ask you to commission, oversee, and deliver a range of specific projects
- You'll own, develop, and administer the day-to-day updates on our online Hub, as well as writing and circulating a variety of materials
- The team also need support to keep moving, so you'll work on transport and hotel bookings, expense reports and meeting coordination

## **Experience and skills**

You will be a motivated self-starter with the ability form strong interpersonal relationships, excellent organisational skills and Meticulous attention to detail

- Excellent organizational, time management and task prioritization skills
- Ability to work as part of a team and across the business at various levels of seniority
- Ability to create strong relationships with internal stakeholders
- Comfortable working on your own initiative, with an energetic 'can-do' approach
- A clear, analytic thinker and problem solver, used to exercising good judgment
- Demonstrating the ability to write well for a range of audiences will be an advantage

## **Education and qualifications**

- Degree level education or relevant experience in the workplace
- Excellent communication skills, both written and oral
- A demonstrable interest in Stakeholder Engagement or a related discipline such as Public Affairs, Event Management or Community Engagement.

## **What we offer:**

- Competitive base salary
- Up to 12% employer's pension contribution
- 36 days holiday a year (including bank holidays) + up to 2 days to buy
- Life assurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards

- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

EWR Co strives to embrace a flexible working environment, where a degree of flexibility is maintained to accommodate both the needs and preferences of employees and what is required to achieve business objectives. EWR Co will always work with any individual to assess and accommodate an individual's work life balance and style.

## **Join the team!**

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: [recruitment@eastwestrail.co.uk](mailto:recruitment@eastwestrail.co.uk)