

Communications Administration Executive

Employer: East West Railway Company

Location: Working from home at first, then Milton Keynes from early 2021

Basis: Interim to Perm

Role Summary: A fascinating role working across a wide range of communications projects, supporting all members of the energetic, and frenetic External Affairs team with their work. The role will have particular responsibility for the ownership, development, coordination and administration of key department functions.

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

We're looking for a highly organized and adaptable person, who can grow in the role. Experience of communications or rail necessary is secondary to strong skills and an energetic outlook.

The role sits in our External Affairs team, which works to increase awareness and engagement of the project and the business.

Team dimensions: Reporting directly to the Head of External Affairs, with dotted-line reporting to other team members on specific projects.

Given the early stage of the project, it is likely that the nature of the role will evolve as the project progresses, giving you a broader view and greater responsibility. In addition, ad-hoc activities and duties may be required.

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 communications, from event delivery, design and print to media campaigns and content creation
- You'll be supporting all members of the External Affairs team with their work, including media, stakeholder engagement, community engagement, brand, digital delivery and internal communications.
- 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 our CRM (Customer Relationship Management) tool
- We'll also ask you to establish and run a number of critical systems including a campaign tracker, monthly reporting, and our magazine subscriptions
- 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 external 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

Must have: (essential skills)

- Degree level education or relevant experience in the workplace
- Excellent communication skills, both written and oral

Great to also have: (desirable skills & experience)

- A demonstrable interest in Communications, Public Affairs or a similar discipline
- Social media experience
- Interest in sustainability

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**