

Communications Executive

Employer:	East West Railway Company
Location:	London at first, moving to Milton Keynes in August/September 2020
Basis:	Permanent
Role Summary:	The role will be working as part of the central External Affairs team to increase awareness and engagement with EWR and support our role in leading the way within the rail and transportation sector. The Communications Executive will work across a wide range of communications projects, supporting all members of the External Affairs team with their work with particular responsibility for the coordination and administration of key department functions.
Team dimensions:	Reporting directly to Head of External Affairs

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

- Supporting all members of the External Affairs team with their work, including media, stakeholder engagement, community engagement, brand, digital delivery and internal communications.
- This will include supporting teams in event delivery, design and print work, media campaigns, creating content for stakeholder meetings and a wide range of other communications activity
- Commissioning, overseeing, delivering and disseminating a range of public and stakeholder research projects
- Owning the development and administration of the External Affairs CRM (Customer Relationship Management) tool, Salesforce
- Establishing and administrating systems for the team's financial system, subscriptions etc...
- Supporting the team's external activity where needed, coordinating meetings, travel etc...

Team dimensions

- You will be reporting to the Head of External Affairs and be a part of the wider External Communications team
- Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

Experience and skills

You will be a motivated self-starter with some prior experience of working in communications, strong interpersonal and organisational skills, and a keen interest in sustainability.

- Excellent communication skills, both written and oral
- The ability to draft compelling copy for social media and other channels, tailoring content for different audiences and channels
- Excellent organisational and time management skills, and an ability to meet multiple deadlines;
- The ability to prioritise tasks effectively and support a busy team
- Meticulous attention to detail
- Ability to work as part of a team and with a range of stakeholders across the business at various levels of seniority
- Comfortable working on your own initiative, with an energetic 'can-do' approach
- Ability to be a clear thinker, analyse and resolve problems exercising good judgment

Education and qualifications

Must have: (essential skills)

- Degree level education or equivalent experience
- Excellent writing skills
- Attention to detail
- Social media experience
- Experience in delivering the full range of marketing and communications activity

Great to also have: (desirable skills & experience)

- A marketing or communications qualification or continuing professional development
- Strong interpersonal skills
- Interest in sustainability

What we offer:

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 33 days holiday a year (including bank holidays) + up to 5 days to buy
- Life insurance
- 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

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