



# Communications Coordinator

## **Job Description:**

PD Ports is currently looking for a communications coordinator to join its marketing and communications team based in Middlesbrough. The post holder will support the Head of Marketing, PR and Communications and work closely with all approved external creative agencies. They will be responsible for an extensive range of specific internal/external marketing and communications projects.

## **Job responsibilities include:**

- Plan, schedule, deliver and review digital marketing campaigns for our official Twitter, Linked-In, and Instagram channels
- Develop high quality content for digital platforms including blogs and email marketing
- Develop compelling and influential content that grows our customer base, engages stakeholders, government, membership organisations, media and community groups, all of which contributes to delivering our marketing strategy
- Create and update content and key messages on our website to include monthly performance analysis
- Work alongside external agencies in the production of all marketing materials
- Develop & maintain press stakeholder database in line with GDPR
- Assist in the identification and drafting of award submissions
- Initiate, coordinate and implement on-site photography and videography requirements
- Assist in the coordination and drafting of internal communications
- Assist in the coordination and management of press visits
- Assist in the coordination of corporate social responsibility activities including our co-founded charity, High Tide Foundation with a prime focus on participation at events and programme engagement
- Liaise with important external partners such as media partners, agency partners and event companies in a professional and timely manner – creating a strong network
- Event Management for both low key and large scale industry events, occasionally may require travel abroad and nationwide
- Work with the commercial team to support customer relations and brand profile
- Be a PD Ports champion at public and industry events
- Assist in the drafting of a monthly activity and analysis report for senior management

## **Candidates require knowledge of:**

- Microsoft Office, Excel, Word, Powerpoint
- Social media platforms including Twitter, LinkedIn, You Tube and Instagram

## **Candidates will have a preferred knowledge of:**

- Mail chimp
- Canva or similar editing programme
- Basic photography skills
- B2B marketing and communications

## **Candidate will require the following qualities:**

- Problem solver
- High levels of integrity and self-motivation

- Ability to work alone and in a team
- Ability to adapt to a diverse and quick changing environment
- Calm and logical
- Task driven with ability to work across multiple projects
- Good communicator
- Ability and drive to build and develop networks
- Excellent attention to detail
- Comfortable in sharing views and ideas
- Excellent IT skills

### **Qualifications:**

Qualified to degree level in marketing with public relations/communications experience.

### **About PD Ports:**

PD Ports is one of the UK's major ports groups, operating across the UK with headquarters in Middlesbrough, supporting more than 1250 direct jobs and thousands more in the wider UK supply chain.

PD Ports owns and operates Teesport, one of the UK's major gateways for trade and a key player in the delivery of the Northern Powerhouse, stimulating economic growth and creating jobs across the North. In 2017, Teesport outstripped all other UK ports in terms of volume growth and has an ambitious growth strategy to further strengthen its market position as port of choice to serve northern UK markets.

Other UK operations include the short sea ports of Groveport, Howden and Keadby. PD Ports also operates the largest single warehousing facility at the Port of Felixstowe, logistics and transport operations from across the UK as well as operations at Medina Wharf, Isle of Wight.

PD Ports actively engages with the local communities in which it serves and is involved with a number of local charities, groups and organisations, aimed at improving social wellbeing and supporting the development of young people in terms of aspirations and career development. PD Ports is a co-founder and corporate partner of High Tide foundation and the Tees Valley Logistics Academy.

**If you feel you have the necessary skills to undertake this challenging role please send applications in writing, detailing any relevant experience and current salary, to:**

**Mrs Kirsty Smith**  
**Group HR Officer**  
**PD Ports**  
**17-27 Queens Square**  
**Middlesbrough**  
**TS2 1AH**

Via email to [hradmin@pdports.co.uk](mailto:hradmin@pdports.co.uk)

**Closing date: Friday 12<sup>th</sup> April 2019**