

Communications Coordinator

Middlesbrough



The Role

The post holder will support the Head of Marketing, PR and Communications and the Company's Marketing and Communications team in addition to working closely with all approved external agencies. They will be responsible for an extensive range of specific internal/external marketing and communications projects.

The Candidate

The candidate will be required to support the management and development of PD Ports internal communications app, increasing engagement, driving progress and evaluating value.

Assist in the development of 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 in line with strategic business objectives. Also, assist the Marketing and Communications team in response to all business resilience and crisis communications activity. Create and update content and key messages on our website to include monthly performance analysis. Develop & maintain press stakeholder database in line with GDPR. Assist in the identification and drafting of award submissions. 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. Assist with event management for both low key and large-scale industry events, occasionally may require travel abroad and nationwide. Assist in the drafting of a monthly activity and analysis report for senior management.

Support in the delivery of videography and photography requests across all UK sites. Support the effective delivery of PD Ports internal employee engagement scheme, increasing engagement and awareness of the scheme across the business. Work alongside the commercial team to support customer relations and reputation management.

Liaise with approved external partners such as media partners, agency partners and event companies in a professional and timely manner, creating a strong network.

Qualifications:

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

If this full-time Communications Coordinator job in Middlesbrough sounds like the right career move for you, please get in touch with PD Ports today. We look forward to hearing from you!

Please send your CV to hr.recruitment@pdports.co.uk or for further information please contact us!

Advert Closing: Friday 30th September 2022



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