

Job description:

Communications Manager

Reports to: Marketing Director

Based at: Levitt Bernstein, Thane Studios, 2-4 Thane Villas, London N7 7PA

Purpose: To coordinate all marketing and communications activities across the Practice.

Key responsibilities

General

- Coordinate and manage the practice's Marketing and Comms strategy
- Prepare and implement the annual communications strategy and budget
- Draft and issue press releases and manage our involvement in external publications – creatively pairing upcoming features with the practice's skills and experience
- Oversee all awards submissions, judging visits and ceremony attendance
- Identify thought leadership/speaking opportunities for key members of staff, alongside Business Development and Communications Coordinator
- Oversee some of the tasks of the Business Development and Communications Coordinator
- Organise and coordinate the Practice's presence at events and conferences
- Coordinate and chair marketing meetings and communications champions meetings
- Prepare quarterly communications and research reports for the Executive Board
- Proof and edit outgoing documents/reports
- Oversee the Practice website, intranet and social media channels
- Work closely with Bid Team and Business development team
- Other ad hoc duties as may be reasonably required.

Skills

- A strong understanding of best practice in marketing and communications
- Demonstrable experience and success in a similar role within the creative industries
- Excellent verbal and written communication skills and attention to detail
- Excellent organisational skills and ability to manage multiple deadlines
- Excellent interpersonal skills and ability to work in teams and independently
- Interest in and knowledge of the architectural sector and culture
- Relevant degree or postgraduate qualifications.