

## Lead Community Liaison Officer[985899]

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Company: Copper

Location: United Kingdom

Category: other-general

Copper Consultancy is a UK-based specialist infrastructure communications firm. We combine insight, intelligence and creative communications expertise to provide bespoke, data-driven strategies to support businesses. Our services are standalone or can be blended to provide support where it's needed, spanning expertise across public affairs, campaigning, media relations, content, creative and more.

### **Responsibilities**

Management and logging of stakeholder enquiries and corresponding actions

Community relations activity, including preparing notifications about construction activities, promoting the project's involvement in community events and the organisation of, attendance of and participation at community meetings

Working with stakeholders from the project team (onsite) to stay up-to-date with upcoming activity that will impact the community and building relationships with CLOs working on other projects to collaborate and share best practice where appropriate

Coordinating and preparing community engagement materials for print and online, including management of the approval process

Carrying out ad hoc administrative tasks for the project team

Working in line with company and project team values

### **Person Specification**

Proven experience in a similar position with a record of managing client, stakeholder and media relationships using stakeholder engagement strategies and approaches

Strong communication and effective interpersonal skills in order to build and maintain positive relationships with external stakeholders, colleagues, key partners and local communities

Organisational skills with the ability to prioritise own workload and work to tight deadline

Excellent English, both written and verbal, with great writing skills to deal with queries and concerns as well as marketing material such as newsletters, social media and blogs

Strong presentation skills and the ability to talk in detail about the construction activities with local representatives and groups

Knowledge of the local area and the ability and willingness to travel across the Norfolk region & to London, if required

Please note: We can accommodate the right candidate in shared accommodation

### **Salary and Benefits**

Competitive salary

Life assurance

A flexible benefits programme including the option to buy additional holidays, health cash plan and discounted gym membership

Fitness fund

Performance bonus

£500 personal development fund

Enhanced employer pension contributions after year one

Enhanced holiday allowance for long service

Salary-sacrifice electric car leasing scheme

RSK Group is an Equal Opportunities Employer.

More detailed job description is attached.

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