

PR & Communications Manager

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Company: Hire Ground

Location: Notting Hill Gate

Category: sales-and-related

PR & Communications Manager - £35k to £40k - Central West London (Hybrid)

A professional membership trade association is looking for a PR & Communications Manager to join its team. You will be part of their small team, by providing an in-house PR & Communications contribution to the association, working alongside the Events department to ensure they are communicating effectively to their professional members, exhibitors, press and socials regarding all association events, exhibitions, etc.

SALARY ETC:

* £35k to £40k + benefits

* Central West London

* Monday to Friday, office based hours (they are happy to discuss flexibility on start/finish times). There may be occasions when out of normal office hours are needed for some events etc.

* Hybrid or office based working

* Permanent, full-time

REQUIREMENTS:

- * You must have full right to work in the UK
- * Previous experience in a similar role, with PR & Marketing document production experience.
- * Ideally to have some experience in a professional membership organisation, membership association, Trade Conference, professional trade events, or similar.
- * Experience of communicating with people at all levels, and stakeholders.
- * Strong IT and CRM skills.
- * Excellent communications skills, spelling and grammar

JOB ROLE:

- * First point of contact with journalists for association comments.
- * Write and circulate all press releases to relevant press contacts
- * Maintain regular contact with key industry journalists including setting up interviews, proactively placing stories and keeping abreast of industry affairs.
- * Provide article copy both proactively and reactively
- * Ensure that association message remains clear in the media
- * Manage the association events social media presence.
- * Write / edit copy for complete range of sales and information publications.

- * Edit and distribute weekly members briefing email newsletter.
- * Write/edit quarterly update newsletter
- * Support members with advice on PR / Communications issues as required
- * Responsible for promotion campaigns relating to member services and/or membership recruitment
- * Public relations and marketing responsibility for events and exhibitions.
- * Organise & attend press conferences as necessary
- * Provide support at all event

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