

COMMUNICATIONS CO-ORDINATOR

John Robertson Architects (JRA) is seeking an enthusiastic and versatile **Communications Co-ordinator** to join our team. This is a part-time role (4 days per week) with the potential to transition to a full-time position. It is a fantastic opportunity to contribute to all aspects of our communications and marketing activities, working at the heart of an award-winning architectural practice.

Based in central London, JRA is an established AJ100 practice known for its expertise across a wide range of architectural projects, including new-build schemes, redevelopments, work to listed buildings, and interior architecture.

The **Communications Co-ordinator** will play a key role in managing our marketing and publicity activities. You will support the development and delivery of our marketing strategy, raise the profile of the practice, and ensure consistent messaging across all communications. The role involves collaboration with directors, senior management, architects, and other team members.

Tasks and Responsibilities

Your key duties will include:

- Managing content for internal and external communications, including the creation and curation of material for social media and the website.
- Producing brochures, presentations, and other marketing collateral.
- Coordinating with clients and collaborating consultants to develop project-specific communication strategies.
- Liaising with architects to identify key project talking points and incorporating them into social media and other copy.
- Organising and assisting with company events, receptions, and exhibitions.
- Managing all social media platforms (Twitter, Instagram, LinkedIn) and updating the practice website in collaboration with the web designer.
- Maintaining a database of project images, studio content, affiliations, and press materials for marketing use.
- Managing the communications planner to ensure deadlines are met.

Marketing Collateral

- Ensuring all marketing materials align with the practice's brand guidelines, in collaboration with the Bid Manager.
- Keeping job sheets and marketing databases up-to-date with the latest project information and images.
- Ensuring portfolios, presentations, CVs, and bios are current and ready for new business opportunities, working alongside the Bid Manager.
- Assisting with integrating project details and team bios into bids and proposals.

Key Qualities and Experience

We are looking for someone who is:

- Highly organised, proactive, and flexible in their approach to work.

- Creative and confident, with strong communication and interpersonal skills.
- Skilled in graphic design and content creation, including Adobe Suite (InDesign and Photoshop) and film-making/editing.
- Passionate about communications and marketing, with excellent copywriting and verbal communication skills.
- Experienced in balancing multiple tasks and meeting deadlines.

Preferred Experience

- Experience in an architectural or design-related practice is desirable but not essential.
- Familiarity with WordPress, CMS platforms, and social media tools (e.g., Hootsuite).

Essential Skills

- Microsoft Office Suite
- Adobe InDesign and Photoshop
- Film-making and editing

Salary

Negotiable, depending on experience.

Additional Information

- This is a **part-time role (4 days per week)**, with the potential to transition to a full-time position.
- Applications must include a **portfolio** to be considered.
- The application deadline is **15th January 2025**.

How to Apply

To apply, please send a covering letter explaining how you would contribute to JRA, along with your CV and portfolio, to polly.litvinova@jra.co.uk. Please quote the reference **JRA2024_CC** in the subject line. Attachments must not exceed 5MB.

Eligibility

Candidates must be eligible to work in the UK without restrictions and possess fluent written and spoken English.

JRA is an equal opportunities employer. For details about how we manage personal data, please refer to our Privacy Policy on the Contacts page of our website.

No agencies, please.