

Job Title	Graphics and Communications Coordinator
Hours	Mon-Fri 09.30-18.30 (Core hours 10.00-17.00)
Reporting to	New Business and Communications Manager

Overview

This role is key to developing the profile of the practice through the creation of high-quality online and offline communication materials, reports, presentations and other documents. You will work with others and support a wide range of activities across the practice. You will also support the practice to develop a robust and coherent image and document library.

Key responsibilities

Marketing and Communications

- Support with sourcing and editing images and animations for website and social media.
- Support with coordination and implementation of social media strategy.
- Update website as required.
- Support with coordination of press requests, press releases & award submissions internally, including arranging photoshoots, selecting images and drawings and editing content.
- Support with production of PR material for new business opportunities e.g. portfolios, presentations, job sheets, CVs.
- Support with content development for individual project communications strategies.
- Proofreading/editing content when required.

Bids and Tenders

- Attend regular meetings with senior management regarding potential competitions/bids/tenders.
- Set up InDesign documents in line with bid requirements and in-house style for all competitions/bids/tenders.
- Support the New Business + Communications Manager to collate relevant information from subconsultants and staff members.
- Format content in InDesign document.
- Support New Business + Communications Manager to maintain and update tender/bid data, including staff CVs, standard texts and images, policies etc. to ensure relevant information is available to support the production of competitions and bids.
- Work to deadlines of bids/PQQs.

General

- Support project teams to set up and format project-related presentations and reports.
- Coordinate with project teams to ensure images and graphic outputs are properly categorised and saved correctly.
- Support with material for events, newsletters and other collateral required for clients and collaborators.
- Support with internal documentation such as office templates, policy documents and practice handbook.
- Provide ad hoc graphic design assistance as required.
- Maintain a clean and tidy office environment suitable for the work that the practice undertakes.

Gort Scott is an equal opportunities employer and particularly encourages applications from Black, Asian and Minority Ethnic, disabled and women candidates as these groups are underrepresented throughout the architecture profession. We are dedicated to providing a great work/life balance - benefits include hybrid working, maternity/paternity/shared parental leave, pension scheme, Death in Service insurance policy, time off between Christmas and New Year, office trips and other social events.

How to apply

Please email your CV, a PDF with examples of your work and a short cover letter about yourself and your suitability for the role to joinus@gortscott.com for the attention of Annabel Rootes. Please mention where you saw the advert.

We regret that we can only respond to successful candidates.

No CVs over 5MB.

No agencies.

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