**Job title:** Communications Assistant

**Department:** Business Services

**Location:** Manchester

**Reporting to:** Senior Media Relations Manager

**Hours:** Full-time

**Salary:** Competitive, provided upon request.

**Contract:** Permanent, fulltime, Hybrid three days in the office, two days at home

**Benefits include**: 29 days holiday per annum inclusive of 4 days of compulsory leave to be taken during the period of office closure between Christmas Eve to the 1st working day of the new year, plus all public and bank holidays; contributory pension scheme; life assurance (4 times the annual salary); interest free season ticket loan; childcare vouchers; cycle to work scheme.  We also have regular social activities and pride ourselves on having a supportive and friendly culture.

**Main duties and responsibilities**

**Communications**

Support in the implementation of external and internal communications campaigns and plans including, but not limited to:

* Assisting with design, production and editing of content including graphics and video
* Creating and uploading content on Leigh Day’s social media channels
* To become fully knowledgeable in the use of the website content management system and the firm’s internal communications channels, including intranet
* Post web articles and news stories as requested and ensure web pages are kept up to date
* Undertake research as and when required
* Collate reports on media coverage, social media performance and internal communications performance
* Proactively work with others to meet goals and deadlines, ensuring relevant stakeholders are kept up to date.
* Contribute information and research as requested to input into the strategic planning process.
* Follow team processes and input into sharing of best practice.
* Develop a good awareness of the firm’s work and of the competitive landscape.
* To organise meetings for the team, coordinate media training and arrange interviews with journalists

**Other Responsibilities**

* To maintain a flexible approach whilst assisting in implementing campaign plans.
* Any other general marketing administration tasks
* Develop an understanding of core marketing principles
* To produce content in line with Leigh Day’s brand and tone of voice

**Essential Experience**

* Genuine interest in working with a leading claimant law firm and passionate about providing access to justice to all.
* Proven ability to communicate accurately, clearly, and concisely, in writing and verbally.
* Demonstrable experience of working within a busy environment and independently managing projects on tight deadlines.
* Proven ability in demonstrating patience, resilience and flexibility whilst managing daily tasks and stakeholder relationships.
* Demonstrable enthusiasm and motivation to grow within a communications role and gain further communications knowledge.

**Desirable Experience**

* Experience in journalism or copywriting
Intermediate level proficiency in working with MS Office (PowerPoint, Excel, Word, Outlook), HTML & CMS platforms.