



Communications officer (Swindon)

The Hills Group is looking for a communications officer to join its communications team, based in Swindon.

Reporting to the communications manager, you will be required to manage the production, publication and distribution of corporate literature and online content for both internal and external communications. Working as part of a small team you will play a key role in developing the company's communication strategy and build on the team's previous successes in various communications awards.

Key responsibilities include:

- To manage all stages of the writing, production, publication and distribution of in-house and corporate publications
- To deliver marketing campaigns, including copywriting, managing promotional literature, online content, e-newsletters, display materials and ensure consistent and high quality advertising for all the operating divisions
- To generate and help maintain online content for company websites and employee intranet
- To identify opportunities for media coverage and provide content / written copy for press releases, for local and national news outlets and trade publications enhancing the Hills brand and reputation
- To develop the Group's communication strategy jointly with the group communications manager
- To manage the production, design and distribution of the company's intouch and Safer For All magazines and identify suitable content, produce layouts, write and edit copy
- To supervise the production and maintenance of content on company websites, in accordance with Group's communications strategy and marketing campaigns, ensuring search engine optimisation
- To supervise e-comms and social media content (e.g. Facebook, Twitter, Google Maps etc.) in accordance with the communications strategy.

Applicants must have proven copywriting, proof reading, publications design and layout experience. Candidates should be educated to degree level or hold an equivalent professional qualification and be able to work independently and manage their time effectively.

The successful applicant should have experience of using online content management systems and it is desirable to have experience of working in a public relations department and using social media to support business communications strategies.

Please email your CV to join@hills-group.co.uk quoting vacancy reference HGL1093.

The Hills Group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.

www.hills-group.co.uk