

## Marketing and Communications Executive

We are currently recruiting for a Marketing and Communications Executive to join our team. The successful applicant will be an organised and motivated team player with a keen interest in communications. Their responsibilities will include:

- Writing content for Landell Mills’ corporate communications
- Proofing and checking communications materials
- Drafting and posting content on Landell Mills’ website and social media channels
- Providing layout and copywriting support to company divisions as required
- Ensuring branded materials adhere to visibility guidelines
- Sourcing costs from external suppliers – for example printers and photographers
- Supporting on Landell Mills’ communications strategy development
- Monitoring and evaluating effectiveness of marketing activities
- Contributing to proposals for new communication and visibility work

The post holder will also be expected to carry out any other reasonable tasks requested by the Division Manager. Skills and experience required to carry out the role are as follows:

Skills	Essential or desirable for role?*
Fluent in written and spoken English	E
Aptitude for writing and proof reading in English	E
Able to produce simple text + image layouts using Adobe InDesign or similar layout software	E
Excellent organisational skills – able to manage time well, multitask and prioritise	E
Experience	
Writing, editing and proof-reading	E
Developing basic layouts using Adobe InDesign or similar	E
Using social media as a promotional tool	D
Developing and uploading website content	D
Tracking and evaluating effectiveness of communications materials using Google Analytics or similar	D
Liaising with external suppliers – for example printers or graphic designers	D
Interests	
Marketing and communications	E
International development	E

**\*Essential attributes (E):** Those without which a candidate would struggle to do the job. Any candidate unable to demonstrate how they meet these requirements would normally be rejected at the shortlisting stage.

**Desirable attributes (D):** Those that would be useful, but are not essential, for the post-holder to possess.

**Candidates must be eligible to work in the UK.**

## We offer

- A full-time (36.25 hours per week) contract in a friendly, international environment
- A competitive salary, commensurate with experience level
- A workplace pension (an employer contribution personal pension scheme)
- 24 days holiday per year
- We are committed to our equal opportunities policy – see [www.landell-mills.com/policies](http://www.landell-mills.com/policies)

A variety of non-contractual benefits are also available, including but not limited to:

- An annual bonus scheme
- Travel insurance with emergency medical cover for company-related travel
- A holiday purchase and sale scheme
- Sponsored training and development where relevant to the role

## About Landell Mills

Landell Mills is a leading international development consulting firm. We provide technical assistance and management consultancy in the areas of:

- Markets, enterprise, and trade
- Agriculture, fisheries, food security, and nutrition
- Environment, water, climate change, and disaster risk reduction
- Policy dialogue, regional integration, and governance

We provide the following services to our clients:

- Marketing and communications
- Monitoring, evaluation, and learning
- Project management
- Project feasibility and design
- Technical advisory services

We have 40+ staff, and offices in Trowbridge, Bristol and Blackrock, Ireland. We work globally with project consultants engaged throughout the world. See [www.landell-mills.com](http://www.landell-mills.com) for more detail.

## Location

The post is based in Trowbridge, Wiltshire. But there are options to work at our Bristol office or from home for some of the time, at the discretion of the division manager. The Trowbridge office is an easy commute to both Bristol and Bath.

## How to apply

Interested applicants should submit their CVs, along with a short covering letter or e-mail outlining why you are a good fit for the role, to [hr@landell-mills.com](mailto:hr@landell-mills.com) with 'Communications Executive: Marketing and Communications Division – first name and surname' in the subject of the email. **Please include your salary expectations with your application. Only applications with a covering letter will be considered.** The

deadline for applications is **16<sup>th</sup> August 2022**. Applications will be reviewed on an ongoing basis and **early applications are encouraged**.