

CAREERS AT CERTSURE

Job Title:	PR and Communications Executive
Location:	Hybrid, Warwick House
Salary:	circa £33,000 plus excellent benefits
Hours:	Full time
Contract:	Permanent
Closing Date:	Ongoing

Who we are looking for

- ❖ Do you hold a bachelor's degree in public relations, communications, journalism, or a related field?
- ❖ Do you have strong writing and editing skills, particularly in crafting compelling messages and press materials?
- ❖ Are you familiar with the media landscape, news cycles, and trends?
- ❖ Have you worked with media monitoring tools, PR software, and analytics platforms?
- ❖ Do you have experience in public relations, media relations, or corporate communications?
- ❖ Have you had experience of working within the construction industry?

About the role

As our PR and Communication Executive, you'll be instrumental in elevating our brand's visibility and reputation. This role involves developing and executing strategic PR campaigns to generate positive media coverage. You'll cultivate and maintain relationships with media professionals, coordinate press releases and interviews, and monitor media coverage to assess strategy effectiveness. Collaborating with cross-functional teams, you'll ensure PR efforts are aligned with our business goals and support crisis communications when needed.

About the role

- ❖ Build and nurture relationships with media contacts, including journalists, editors, bloggers, and influencers.
- ❖ Pitch story ideas and press releases to media contacts to secure coverage in relevant publications and media outlets.
- ❖ Work collaboratively with our PR agency to elevate the brands visibility and reputation.
- ❖ Coordinate press events, media briefings, and product launches to generate buzz and media interest.

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- ❖ Write and distribute press releases, media advisories, and other PR materials to announce news and events effectively.
- ❖ Monitor media coverage and social media conversations to track brand mentions, sentiment, and emerging issues.
- ❖ Prepare spokespersons for media interviews and speaking engagements, including message development and media training.
- ❖ Respond to media inquiries and requests for information promptly and professionally.
- ❖ Provide support for crisis communications and reputation management efforts to address negative publicity and protect brand reputation.
- ❖ Measure and report on the effectiveness of PR campaigns and initiatives using relevant metrics and KPIs.

About the company

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really “get” our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

Find out more about us

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>



Proudly supporting



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How to apply

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.