

Job Description:
Communications Assistant

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| Function: | Brand & Communications |
| Position:  | Communications Assistant  |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Ben Edwards, Employee & Change Communications Director, Sodexo UK & Ireland |
| Additional reporting line to: | Clare Collins, PR Director, Sodexo UK & Ireland |
| Position location: | London |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
| * To write, produce and distribute the weekly company e-newsletter, ensuring that it is interesting, relevant, accurate and produced on time
* To research and write press releases
* To manage and archive press cuttings
* To provide general administrative support to the department
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| 2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. |
| Revenue FY16: | £1.5bn | EBIT growth: | N/A | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | 35,000 |
| EBIT margin: | N/A |
| Net income growth: | N/A | Outsourcing growth rate: | n/a | HR in Region  | N/A |
| Cash conversion: | N/A |
| Characteristics  | * Add point
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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| Employee & Change Communications DirectorCommunications Assistant  |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Relationship management is a key challenge of the role and demands the ability to be sensitive to the needs of all key stakeholders
* Time management and the ability to juggle projects is a vital asset in this role, particularly given the fast paced environment
* Prioritisation is a key skill necessary in this role as is the ability to manage expectations while maintaining close relationships
* The nature of the role demands the ability to communicate as effectively with senior leaders as with operational employees
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Liaise with functional departments to research, write, edit and distribute the weekly company e-newsletter
* Research, write and distribute press releases
* Manage forward features calendar for PR team, including researching and writing feature copy or arranging interviews
* Answer press office calls when required and field enquiries to members of PR team as appropriate
* Arrange meetings and travel arrangements for colleagues and assist with events run by the Brand & Communications team
* Process invoices and set up new suppliers on SAP
* Assist with social media activity
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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Support employee engagement through effective internal communication
* Support brand awareness through careful targeting of the media
* Support the effective and efficient operation within the Brand & Communications team so that we can provide an excellent level of service to all key stakeholders
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| Essential* Excellent writing and editing skills
* Attention to detail
* Experience of working in a PR or communications environment
* General media awareness
* Good communicator
* Confident, friendly, enthusiastic
* Good telephone manner
* Highly organised
* Able to interface with different levels of employees
* Able to provide administrative support
* Computer skills, including Word, Excel, PowerPoint, producing PDFs, Outlook

Desirable* Graduate desirable
* PR or communications qualification also desirable
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| 8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires |
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| * Rigorous management of results
 | * Innovation and change
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| * Brand notoriety
 | * Business consulting
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| * Employee engagement
 | * Impact and influence
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| * Relationship development
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| 9. Management Approval – To be completed by document owner |
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| Version | V1 | Date | 29 January 2016 |
| Document Owner | Ben Edwards |

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