

Digital Communications Executive

Spreng Thomson is looking for someone brilliant to join our team. If you'd like the opportunity to make your mark working with some of the best businesses and organisations around, we want to hear from you. We're a busy communications and PR consultancy, working with entrepreneurial, ambitious and successful clients across Scotland, the UK and internationally.

Our portfolio includes producers and innovators across the private, public and third sectors in areas as diverse as logistics, renewable energy, hospitality; tourism, food and drink, pharma, transport and design. You can find out more about the exciting projects we are involved with [here](#).

Key responsibilities

As Digital Communications Executive, you'll have the chance to share your creativity and ideas and to be closely involved with an exciting range of projects. Collaboration is core to our way of working and no two days at Spreng Thomson are the same. As Digital Communications Executive you will have personal responsibility for specific tasks. We don't expect you to tick every box because we see this as a key career growth opportunity for the right candidate and we're here to help you to develop your skills. Here are some of the things you will be doing:

Digital support

- Develop and deliver high-quality, proactive and reactive communication collateral including media releases, blogs / articles, social media content, presentations, infographics , video, photography for our mostly B2B clients
- Update websites for Spreng Thomson and our clients
- Support our Head of Digital with delivering engaging webinars
- Create great content using Adobe / In Design packages and Canva

Consultancy support

As part of the team you will:

- Carry out support and research activity for clients
- Handle media calls, attend meetings, liaise with clients
- Draft and proof-read content
- Undertake qualitative, daily monitoring and reporting of press and media including social media, political and industry activities and prepare coverage reports
- Prepare workshop notes and agendas
- Help to create and maintain media distribution lists
- Organise and attend client events

Administration support

- Welcome visitors to the office
- First point of contact for incoming calls
- Maintain our high office standards

Skills, experience & personal attributes

You will:

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- Have an excellent standard of education (degree or equivalent relevant experience)
- Have an excellent standard of spelling and grammar and attention to detail
- Be a first-class communicator (and listener), self-starter with a motivated and flexible approach and excellent organisational skills
- Love using social media platforms e.g. Instagram, Facebook, Twitter, LinkedIn.
- Be proficient in Microsoft Office
- Be a great organiser and be able to multi-task
- Have a genuine passion for creativity and problem solving
- Be friendly, energetic and enthusiastic with a can-do attitude

Terms and conditions

Salary: £21,500 per annum

Contract: permanent (Three-month probationary period)

Days & hours: 37.5 hours per week, 8.30am/9.00am to 5.00pm/5.30pm, Monday to Friday

Annual leave: 35 days, inc. public holidays

Application

If you're interested, we'd love to hear from you. Please include with your covering letter and CV: one example of your writing (e.g. blog post / article) and two pieces of innovative social media content (e.g. example posts, graphics or video content). Your application should be sent to barry@sprengthomson.com by **5th February 2023**.

Contact us

If you want a chat, please contact Barry Crawford on: 07812 403318 / barry@sprengthomson.com.

Connect with Spreng Thomson

Website: <https://sprengthomson.com/>

LinkedIn: <https://www.linkedin.com/company/spreng-thomson/>

Twitter: <https://twitter.com/sprengthomson>

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

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