

JOB DESCRIPTION

Job title	
External Communications Executive	
Name of person/job role reporting to	
Marketing Communications Lead – Group Strategy	
Responsibilities	
<ul style="list-style-type: none"> • Working with support from colleagues across the group, lead on the delivery of high-profile award entries, and work with these teams to establish clear processes to ensure timely and smooth completion of entries • Interview colleagues across the business to prepare pitches and/or ghost write articles for the RSK Group website • Research and write strong thought leadership articles on a variety of themes, sectors, regions etc • Build relationships with RSK experts, developing ideas of how they can contribute to external communications pieces • Help to develop and maintain a list of experts across the Group • Work with Senior External Communications Executive, Group and Divisional Marcomms teams to develop media content, including PRs, OpEds and articles for pitching • Work in collaboration with colleagues to develop ideas for external content and form annual content calendar 	
Qualifications/Experience	
<ul style="list-style-type: none"> • Excellent communicator with the ability to quickly build relationships and win trust amongst colleagues • Strong writing skills, and the ability to adapt tone to a variety of channels and audiences • Ability to work under pressure, producing high quality and consistent work • Experience in the environmental or engineering sectors, and an interest in sustainable business 	
I hereby agree that I have read and understood the job description	
Signed	Date
Name	