

CRANE ENVIRONMENTAL LTD

6 Electric Parade, Surbiton, Surrey, KT6 5NT

Telephone: 020 3137 2375 Fax: 020 8399 1650

E-mail: crane@crane-environmental.co.uk

Website: www.crane-environmental.co.uk



Busy Small Consultancy needs a

Marketing & Media Executive

to work on a range of tasks promoting the company's work and activities through enquiry responses, websites, press and social media, e-News, case studies, other publicity and events

The company's areas of work: environment & sustainability, flood risk management & water level management, civil engineering, infrastructure

Location: Surbiton, Greater London

Terms: Base 36.25-hour week. 23 days holiday per year, including 3 to be taken at times specified by the company, normally around Christmas/New Year. Salary negotiable dependent upon skills and experience.

Explanation of the role – Four organisations are run from our office – Crane Environmental, CEEQUAL (the sustainability assessment, rating and awards scheme for civil engineering), the Association of Drainage Authorities (ADA), and Venables Consultancy. This job involves working for all four organisations on a varied and stimulating workload, which will include but not be limited to:

- Writing press releases and pro-actively liaising with a range of interested parties to develop appropriate PR activities, especially for CEEQUAL and ADA
- Responding to enquiries about CEEQUAL, and promoting the Scheme to prospective users
- Supporting colleagues in their promotion and sales of CEEQUAL Training Courses
- CEEQUAL E-News preparation, and distribution by email, Dotmailer or equivalent
- Securing and editing (and occasionally writing) CEEQUAL Case Studies from teams who have completed assessments, and preparing them for uploading to the CEEQUAL website
- Necessary administration and record keeping of these activities, including preparing reports on them for the CEEQUAL Board and ADA
- Assisting in organisation of, and developing and distributing publicity for, conferences and other events
- Assisting in the creation and updating of publicity and membership promotion material
- Maintaining the websites for all the company's activities, keeping them fresh and up to date.

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PRACTICAL CONSULTANCY TO IMPROVE THE NATURAL AND BUILT ENVIRONMENT

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Busy Small Consultancy needs a full-time Marketing & Media Executive (continued)

Interests and attributes we are looking for:

- An interest in engineering and science, water resources, sustainability and the environment
- Relevant experience in some of the work listed on page 1, and a desire and willingness to learn and expand your knowledge and experience
- An interest in and ability to write well and sensitively in varied styles to suit the output and audience – such as communicating to, CEEQUAL users and prospective users, ADA Members, clients and prospective clients, press and other media
- Perseverance and great attention to detail
- Good software skills – Word, Excel, PowerPoint, database experience, plus ability in, or preparedness to learn Dreamweaver or equivalent, and InDesign typesetting software
- Ability to prioritise, to work well in a small team, and to liaise with many external parties.

See www.crane-environmental.co.uk for details of Crane, www.ceequal.com for CEEQUAL and www.ada.org.uk for ADA.

Where you would be working – You would be working at our offices at 6 Electric Parade in Surbiton. You would be in a small team of 9, led by Dr Jean Venables CBE FREng and Professor Roger Venables FICE MCIM. You would be responsible to Roger Venables for the CEEQUAL work and other PR & media work for Crane Environmental and Venables Consultancy, and to Jean Venables for your ADA work.

Apply in the first instance to Jean Venables at jean@crane-environmental.co.uk or by post to her at Crane Environmental Ltd, 6 Electric Parade, Surbiton, Surrey KT6 5NT, to arrive as soon as practicable and no later than 5pm on Thursday 15th May.

Please send a CV (with your name in the filename if emailing) including salaries for your current or most recent job, and indicate in the covering email how you feel you match the above job specification, and on which elements of the wide brief you anticipate needing to be trained.

We regret that we cannot guarantee to acknowledge unsuccessful applications.

rkv/jv
5 April 2014

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