



Communications Executive

Portsmouth Water has embarked on a £123m project to build a reservoir at Havant Thicket. This environmentally led project will safeguard future water supplies and provide a place of natural beauty for the community to enjoy. The reservoir will provide wetland habitats, paths for walking, cycling, running and horse-riding, and a visitors' centre providing a café and educational resources for schools. The project will be mainly delivered through a main reservoir contract and two pipeline contracts, with some additional related contracts.

Work has now started on the project, and Portsmouth Water is looking for an enthusiastic and creative Communications Executive to bring the project to life and to involve and engage the local community, stakeholders, customers and Portsmouth Water staff. Reporting to the Communications and Engagement Lead, the Communications Executive will help to shape and deliver the communications strategy for the project, ensuring it involves, engages and benefits the local and wider community.

You will join the company at an exciting time, playing a pivotal role in the success of this project and building on Portsmouth Water's already excellent reputation.

Main responsibilities are:

- Write effectively for a range of audiences, both internally and externally, via a variety of different channels, including press releases, website updates, social media, newsletters and correspondence to customers.
- Support the Communications and Engagement Lead with the planning and delivery of impactful and effective communications strategies.
- Organise and attend in person and online events, including stakeholder and community meetings.
- Build, maintain and improve relationships with customers, community representatives, stakeholders and contractors – ensuring they are kept regularly and appropriately informed and engaged.
- Respond promptly to enquiries from the media (both local and national), customers and stakeholders.
- Maintain effective administrative methods, including updating and managing the stakeholder issues log, with support from the Communications and Engagement Lead.
- Create and commission content for a range of platforms, including video.
- Demonstrate excellent judgement in order to identify potential risks and opportunities for communicating the company's vision and developing audience engagement.
- Keep abreast of the local and national news, industry agenda, digital communication trends and corporate communications best practice.

£25k-£30k

Based in Havant

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Please include your CV and salary expectations.

**Apply to: Ian Limb, Head of HR, PO Box 8,
Havant, Hants PO9 1LG**

E-mail: jobs@portsmouthwater.co.uk

Website: www.portsmouthwater.co.uk



We are happy to consider flexible working arrangements. This can include alternative days / hours of work or work location. Please specify any request in your application.

Closing date: 14 JANUARY 2022



- Identify and understand the concerns, questions and ideas of local people and groups, and communicate these to the project team.
- Support with wider Portsmouth Water communications activities where appropriate.

To meet the high demands of this role, we are looking for a person who has:

- Relevant degree, or equivalent qualification e.g. NCTJ, or equivalent experience
- Preferably a minimum of four years' experience working in a communications role
- Excellent knowledge of communications channels and audiences, including social media and print media
- Experience of working on a variety of communications activities in a rapidly changing environment
- Strong ability and confidence communicating with a range of people, services and stakeholders
- Excellent understanding of the media environment and media sensitive issues
- Basic filming and video editing skills (preferable)
- Sound and accurate IT knowledge e.g. Microsoft Office, in order to accurately analyse information/data
- A valid driver's licence. All applicants will be required to undertake our driver assessment.