

## ROLE PROFILE

# Communication Executives/ Senior Communication Executives



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**Location:** Aberdeen      **Status:** Full time  
**Salary:** Up to £28,000      **Reporting:** Communication lead

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## The opportunity

We're looking for Communication Executives who are excited by the opportunity to develop and progress in a fast growing consultancy environment. You will work across a number of B2B business, government and public sector organisations, interfacing directly with clients, while developing your strategic communication skills and expertise as part of the experienced Aspect team. Key elements of the role include content development, media relations, creative project management and digital marketing.

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## The role

- Producing content eg, press releases, feature articles, case studies and award entries
  - Preparing and managing media databases and feature calendars
  - Issuing press releases, liaising with journalists and monitoring media coverage
  - Preparing social media content – drafting text, sourcing imagery/videos/animations
  - Posting and scheduling social content – planning ahead as well as reactive posting
  - Keeping up-to-date with the latest digital/social platform updates
  - Identifying new techniques and channels to communicate clients' stories and campaigns
  - Undertaking research for content, trends and business insights
  - Analysing digital metrics and preparing reports for clients
  - Tracking industry news and collating summary reports for clients
  - Proof-reading and quality-assuring content
  - Sourcing print quotes and organising artwork for printers
  - Coordinating projects to make sure they're delivered on-time, on-scope and within budget
  - Establishing and maintaining relationships with clients, colleagues and associates
  - Updating our project management system and sharing this snapshot with the client
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## Your experience and character

- Experience in a similar role either in consultancy or in-house
  - Relevant communication or marketing qualification, preferably to degree level
  - Excellent written and verbal communication skills
  - Experience of using social media and digital channels
  - Strong team player, supporting the teams you work with to deliver great results
  - Excellent planning and project management skills
  - A consultancy mindset with the ability to work at a fast pace and meet deadlines
  - Great interpersonal skills and the ability to build strong client relationships
  - Interested in the issues that are shaping the sectors we work in
  - Ability to think creatively about issues and themes which impact our clients
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## Your qualities

- Talented writer
  - Great planner
  - Structured and organised
  - Delivery focused
  - Measured and calm under pressure
  - Real attention to detail
  - Team player
  - Excellent communicator
  - Engaging and fun
  - Curious
  - Confident
  - Collaborative
  - Creative
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## Aspect: The Strategic Communication Experts

Aspect was founded with a single goal: to create a unique platform to deliver expert strategic communication consultancy for ambitious clients. We see the bigger picture to help our clients realise their goals. Companies, governments, academics and charities trust our advice. We help them communicate with purpose and precision. We help them engage, influence and inspire. We help them change, lead and succeed. Strategic communication creating strategic advantage. What can you bring to our team?

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## Why Aspect?

We're strategic communication experts. Our talented core team and global network of experienced associates and partners provide tailored advice, creative solutions and targeted campaigns that propel our clients onwards and upwards to future success. We've all held senior in-house communication roles, so we see things from our clients' perspective. We don't just come up with great ideas and strategies, we get our sleeves rolled up and deliver them.

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## Our values

### We're brave

We thrive on tackling big challenges and helping our clients succeed.

### We're dynamic

Our expertise constantly evolves to ensure we always offer the best advice.

### We're passionate

We care about our clients and take pride in the work that we do for them.

### We're honest

We always say what we think based on evidence and knowledge.

### We're collaborative

We enjoy working with like-minded people to achieve great results together.

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## Our culture

We're a passionate and professional team who thrive in complex, issue-rich environments. We combine extensive in-house experience with external consultancy expertise to deliver objective strategic communication advice and solutions in even the most challenging situations. We trust and support each other to deliver great work. We believe in helping our people grow and develop – personally and professionally. We work hard and have fun doing what we enjoy. Are you Aspect?

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## Our benefits

- 29 days' holiday each year
- Your birthday off
- Christmas party
- £500 recruitment incentive
- Internal and external training
- Professional qualifications
- Mentorship programme
- Appraisal programme
- Apple iPhone, MacBook, Thunderbolt Display
- Enhanced maternity, adoption and paternity pay
- Additional days' holiday for each years' service\*
- Cycle to Work Scheme
- 4pm Friday finishes in Jun, Jul and Aug
- 4pm Friday finishes on payday Sept to May
- Half day off in Dec for Christmas shopping
- Full day off for charity activity each year

\* An additional days' holiday for every year of service up to a maximum of five days' holiday after five years' service.

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## How to apply

To apply for this role please send your CV together with a 200-word statement explaining what makes you an outstanding candidate to [joinus@aspectreputation.com](mailto:joinus@aspectreputation.com)

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