



## JOB DESCRIPTION

Job Title: **Communications Manager**

Location: **City of London**

Reporting to: **Head of Corporate Affairs**

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### ABOUT THE ROLE

The Arch Company is the UK's largest small business landlord, with a diverse portfolio of 5,200 properties – mainly railway arches – across England and Wales.

We're looking for an enthusiastic and energetic Communications Manager to lead our proactive PR strategy. We'd like to hear from candidates from all backgrounds as we strengthen our diverse and talented team.

### JOB PURPOSE

You will help to tell our story of supporting our diverse and independent tenant base, bringing vacant arches into use and making a positive impact in the communities where our arches are located. You will be a member of a small Communications and Corporate Affairs team.

### KEY ACCOUNTABILITIES

- Developing positive case studies aimed at local and regional media
- Proactive media relations across online, print and broadcast channels
- Managing the day to day press office function, including assisting with reactive media enquiries
- Assist in developing compelling content for our channels e.g. website, social media channels and tenant facing communications
- Assist with events management to support marcomms activities and campaigns
- Monitoring, analysis and reporting on media coverage
- Being part of an out of hours press office roster

### Key Skills, experience and qualifications

- Excellent written and verbal communication skills
- Solid experience in media relations
- A self-starter with a can-do attitude
- A team player who is comfortable working in a fast-changing environment
- A commitment to Arch Company values including being an accessible and responsible landlord

**Find out more:**



<https://www.thearchco.com/>



<https://twitter.com/thearchcompany>



<https://www.linkedin.com/company/the-arch-company/>