

**Employer: Karbon Homes**

**Vacancy: Public Relations and Media New Start**

**Hours: Flexible up to 30 hours**

**Salary: £11.44 per hour (national living wage)**

**Working pattern: Flexible depending on hours but between Monday - Friday e.g.  
30 hours = 9.30am - 4pm**

**Location: Gosforth Office for the first 6-8 weeks with some home working options  
from then**

**Number of vacancies: 1**

## Job Summary

If you're a go-getter with a knack for storytelling and a passion for making a difference, then we have a great job for you!

We're on the lookout for an enthusiastic and creative individual to join our team as a Public Relations and Media New Start.

As a member of the External Affairs Team, you'll be collaborating with other colleagues across departments and supporting a culture that delivers results and service excellence, and promotes the Karbon values, brand and reputation.

The role involves:

- Providing support to the External Affairs Team and the Communications and Marketing Team on a range of activity for our internal, customer and stakeholder audiences
- Learning how to create compelling and engaging content and gain an understanding of a variety of offline and online communications channels
- Assisting in the production and distribution of case studies, media releases and features, video and graphic design content, newsletters and award submissions
- Assist in tracking media coverage or PR metrics
- Assisting in organisation and execution of events and campaigns
- Supporting in the updating of our internal and external channels
- Assisting with the updating of our media assets library
- Assisting with the monthly evaluation of all external affairs and communications activity
- Provide day to day support to the External Affairs Team and assist with projects, initiatives and other tasks as required

## Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- Good communication skills
- A commitment to own learning and development
- Ability to work well as part of a team
- Good attention to detail
- Excellent time management and multi-tasking skills
- Excellent ICT skills, comfortable using various technology and applications with good knowledge of online and social media platforms
- Able to work to deadlines
- Collaborative and inclusive
- Role model the Karbon vision, values and purpose