

Job Title: PR Executive

Organisation: Small Business Britain

Location: Remote/Includes travel across the UK

Duration: Full Time

Small Business Britain is looking for a passionate and bright PR executive to join our media and communications team, providing support across a range of programmes and campaigns.

You will have strong writing ability, an eye for a story and a passion for dealing with media.

As a key member of our fully remote team, you will also need to work independently in a busy, fast paced environment, but with the full support of a fun, close-knit team.

And crucially you will be enthusiastic and inspired about the opportunity to support the nation's 5.5 million small businesses.

Responsibilities will include:

- Supporting the management of our busy press office
- Identifying news opportunities and pitching stories to press
- Drafting press releases, media Q&As and statements
- Working with the wider team to maintain a calendar of activity
- Maintaining a database of key media contacts
- Compiling monthly coverage reports

To be successful in this role, you will need:

- At least one year's experience in communications or a degree in communications, journalism or a related field
- Strong written and verbal communication skills and attention to detail
- The ability to multi-task and work to tight deadlines
- Confidence to engage with stakeholders at all levels, including media, corporate supporters, government and policy makers, and small businesses themselves and
- The role is full time, remote/home based in the UK, but with travel to events across the country.

Application Process:

To apply please send your CV and a covering letter to careers@smallbusinessbritain.uk. We are an equal opportunities employer.