

sustainit

Communications Executive

Looking for your next role in the world of communications and marketing?

We have a fantastic opportunity for a motivated, proactive and enthusiastic individual to join our team. This is a perfect role for someone looking to take the next step in their career and gain valuable experience in sustainability communications. You will be responsible for supporting the CEO and Business Development Manager with daily commercial administrative tasks as well as creating new and exciting marketing and sales materials to promote the business.

Due to the nature of this role, you'll need to be confident working independently and part of a broader team. This role requires strong analytical and written content skills, an interest in sustainability, and the ability to work collaboratively with people of all levels in the business.

You'll have the chance to work with and learn from our experienced CEO and Business Development Manager and will be working on marketing communications, social media and PR as well as events planning and attendance.

Based in central Bristol, the success of the businesses has stemmed directly from its people, and we pride ourselves on being adaptable, knowledgeable, and proactive – always looking for new ways to support our clients on their sustainability journey. This is a fantastic opportunity to join a dynamic team working with global brands spanning a variety of industries from Utilities, Travel, Financial, Automotive, Technology and more to begin paving your career pathway in Marketing and Communications.

Day to day responsibilities:

- **Content creation:** Creating unique and informative content for our social media, website, blog and others content sources against our marketing strategy.
- **Events planning and attendance:** Taking ownership of the events calendar, planning pre, during and post event activities.
- **Panel and PR planning:** Planning and sourcing opportunities for the team to speak on industry panels.
- **Social media:** LinkedIn content creation and engagement activity for the business page as well as CEO's personal profile.
- **Reporting:** Experience using GA4, Mailchimp, LinkedIn as well as producing presentations of trends and results.
- **Sales pipeline and admin support:** Daily administrative activities such as updating sales pipeline figures and supporting in QA of documents.
- **Simple graphic design:** (Not essential) experience using Canva or Illustrator.
- **Webinar and video content:** Experience planning, producing and editing.
- **Research and competitor profiling:** Experience in industry research and producing findings reports.

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Relevant experience:

- 2+ years proven experience working as a B2B Marketing Executive, B2B Communications Executive and/or a role in PR, Marketing, Sales.
- Degree or related qualifications in Marketing, Sales or Communications.
- Interest and/or qualifications in sustainability.
- Excellent communication and presentation skills, with the ability to convey complex concepts clearly.
- Ability to work independently and as part of a team, with strong project management skills.
- Experience working hybrid or remotely (desired).

Pay, benefits and perks:

At Sustainit we believe in fostering a supportive, inclusive, and rewarding work environment. Here are some of the benefits you'll enjoy as a member of our team:

Salary Dependant on role and experience.

Pension: 5% Nest pension employer contribution.

Time off: 28 holiday days including bank holidays, additional leave for years of service and your birthday off and Christmas shut down.

Work-life balance: Hybrid (2 days per week required in the Bristol office) and remote work options. *Also open to part time applications (3-4 days per week).*

Health and wellness: Comprehensive medical, dental, wellness benefits.

Professional development: Opportunities for career growth and advancement, including a personalised annual training budget and personal development plan. Opportunities to complete apprenticeships or further education.

Family First: We believe family comes first and offer enhanced paternity, maternity and adoption leave as well as additional flexibility when needed.

Additional perks: Company-sponsored events and activities such as annual Christmas and summer parties, quarterly offsite days and monthly social activities.

Giving back: 1 day of paid leave to volunteer for the charity or organisation of your choice.