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## Job Description

### PRESS OFFICER

20-25 hours a week

*The Press officer will create a Press/Communication strategy for HB&P and develop a sustainable and long term communications profile for the company. Due to the constant changes of projects and initiatives, the candidate must be well versed in various sectors and how to best reach sector specific media outlets internationally.*

**Direct Reports** This candidate will report to the CEO and managing partners only.

#### Job Description

- Create and promote **digital content** aligned with our work and ethos.
- Develop and regularly update a coherent **press strategy** for the next 5 years.
- Work closely with the management team to reach out experts and strategic partners to collaborate in **institutional communications** that promote internal business initiatives.
- Produce impactful content in English and/or Spanish as required
- Manage communications with relevant press.
- Produce press kits in Spanish/English as pertinent
- Create long term relations with international journalists to allow fluid information sharing.
- Create and open interview channels for the management to communicate our initiatives.
- Create additional content for our webpage through interviews and podcasts relevant to our core interests and activities internationally

#### Person Specification

- Proactive attitude at all times
- Extreme attention to detail
- Ability to work in a team effectively
- Fluid communication and reporting to management
- Ability to write at advanced level in English and Spanish

#### Desired

- Ability to read, understand and speak French (intermediate level)

Submit your CV, video presentation or portfolio to [talents@harringtonblue.co.uk](mailto:talents@harringtonblue.co.uk)