**Investor Relations and Communications Assistant**

We are looking for a collaborative and organised Investor Relations and Communications Assistant to assist the Investor Relations Manager and Communications Manager to support the Head of Investor Relations and Communications in the management and delivery of all Investor Relations and Communications activity for Taylor Wimpey. This is an entry level role with very good potential for development within the team.

The successful candidate will provide support for ‘escalated’ PR issues, including projects with a significant public interest or with the potential to impact Taylor Wimpey’s brand; distribute daily media monitoring reports and analyse themes and trends in Taylor Wimpey’s media coverage.

You will also perform certain administrative duties as required to support the team, including team diary management; Liaison with external suppliers (e.g. conference call providers, corporate photography etc); Review and monitor budgets for projects as well as to build good working relationships and a solid understanding of business operations across Taylor Wimpey.

**The Role:**

* Maintenance of Investor Relations contact management system
* Logistical support for shareholder/investor meetings
* Providing logistical and on the day support for key events including Full Year Results, Half Year Results and analyst visits
* Provide support in collating and analysing information from various sources for various internal and external audiences
* Provide support to the team during the reporting process, including liaising with external suppliers
* Provide support in preparation of results announcements, annual reports and analyst presentations
* Provide support for internal and external communication around Taylor Wimpey’s sustainability, community engagement and charity programmes
* Collation of information for Taylor Wimpey’s annual Sustainability Report
* Analysis and reporting on webpage usage (e.g. through the use of Google Analytics)
* Identification of potential improvements to the sections (e.g. benchmarking against competitors and other FTSE 100/250 companies)
* Assisting in management of events
* Provide support for roll-out of business-wide initiatives (e.g. strategy days, community engagement etc)
* External publications, such as London and Scotland brochures
* Identifying opportunities to improve the support that the department provides across the Company and to its internal and external audiences

**The Person:**

* Degree level or equivalent education
* General industry knowledge advantageous
* Ability to communicate clearly and concisely both orally and in writing
* Previous communications or investor relations experience helpful, but not essential
* A good working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook is essential.
* Knowledge MS Project, content management systems and Sharepoint would be advantageous
* Understanding and previous experience of social media platforms would be advantageous

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.