

# Communications Officer

## Position summary

Moltex is seeking a dedicated Communications Officer to join the UK team. The successful candidate will support the company's communications strategy by writing and disseminating content for various audiences, building and leveraging relationships with the media and other key stakeholders, coordinating virtual and in-person events, and managing special projects.

**Position:** Communications Officer

**Status:** Permanent, full-time

**Location:** Birchwood, UK

**Reports to:** Vice President, Communications

**Apply:** Please submit a resume and cover letter to [careers@moltexenergy.com](mailto:careers@moltexenergy.com) and indicate the job title in the subject line.

This role will require exceptional writing and interpersonal skills, coupled with high attention to detail. The successful candidate will be driven to learn as much as possible about the nuclear industry and Moltex to continually increase the quality and effectiveness of their work. The ability to manage multiple projects and meet ambitious timelines will be critical.

## What Moltex offers...

Located in Birchwood, Warrington, Moltex offers the opportunity for daily interaction with a diverse team of scientific and engineering professionals. For those on board, it is going to be a demanding but rewarding journey. Other benefits include:

- Learning and development resources
- Excellent growth opportunities
- 25 days annual leave
- 8 statutory holidays
- Company pension scheme with options
- Free, secure onsite parking
- Close to travel networks and within walking distance of Birchwood station

## Responsibilities

- Write, edit and revise content, including reports, brochures, news articles, news releases, letters to the editor, website and social media content, newsletters, speeches, video scripts, and other marketing and communications material as required
- Create and adapt content to cater to a wide variety of audiences, including the media, the public, government, investors, customers, internal staff and potential employees
- Liaise with staff and other internal stakeholders to gain an in-depth understanding of the company and technologies to be able to develop accurate and effective content
- Develop relationships with media and develop and pitch articles on a regular basis on various topics related to the nuclear industry, current events and business developments
- Respond to media enquiries, arrange interviews and conduct pre-interview research
- Maintain meticulous records of media coverage and public engagement activities
- Plan and manage meetings, events, conferences and speaking opportunities, including developing speaking notes and slide presentations, liaising and negotiating with vendors, managing communications and branding, and handling logistics
- Work with the Vice President, Communications to ensure consistent branding, communications, and media and public relations
- Maintain the Moltex website and social media platforms, and recommend improvements



- Stay up to date on industry trends and local area initiatives and recommend ways to engage and support
- Continuously seek opportunities to enhance Moltex's reputation among key audiences

## Skills, qualifications & experience

### Essential:

- Bachelor's degree in communications, journalism, marketing, public relations or equivalent
- 2-5 years experience in a similar role
- Portfolio of writing samples that includes different types of written content
- Exceptional English writing skills
- Excellent communication and interpersonal skills
- Excellent time management and organizational skills
- Detail-oriented with the ability to work in a calm manner while quickly responding to changing priorities
- Ability to work independently and as part of a team
- Developed working knowledge of Microsoft Office Suite (365)

### Desired:

- Familiarity with AP style
- Basic knowledge of HTML and website content management systems
- Graphic design experience
- Public speaking experience

**Moltex is an equal opportunity employer.** Moltex prides itself in having a team that promotes diversity, inclusion, leadership, mindfulness, high initiative, energy and passion.