

Chiltern International Fire is one of the leading testing and consultancy companies in the UK. We work with the building industry, offering testing and consultancy of building products and their elements for a wide range of performance criteria, including fire, security, energy, sound, weather and durability.



www.chilternfire.co.uk

**PR Executive (part time - 20 hrs per week)
(Salary £25000 - £27000 pro-rata)**

The PR Executive will be joining BM TRADA Group at a very exciting time and will have the opportunity to make a real difference within an established and market leading business. Reporting to the Group Marketing Manager you will be responsible for developing and implementing the annual PR programme for two of the Group's companies – BM TRADA Certification and Chiltern International Fire. The role includes proactively developing and maintaining close media relations, preparing, issuing and placing press releases, case studies and technical features, recommending and organising appropriate media events and recommending and preparing responses on industry issues and comments made in the wider media which impact on the business. The successful candidate will work closely with the PR Executives in BM TRADA Group's other companies - TRADA Technology and FIRA International to maximise effect and ensure consistency of message.

This is a great opportunity to make your mark in this already well established business and help it to achieve its ambitious growth plans.

To be considered for this role you will ideally be educated to degree level and/or have a CIPR qualification or equivalent, have proven recent experience in PR and media relations including developing successful professional relationships with journalists, the ability to work with internal stakeholders to identify requirements for PR and make recommendations for suitable PR activities, experience of using social media tools in a professional capacity and experience in organising media events such as press conferences.

If you think that you may be a suitable candidate please or would like more information please contact Jeanette Float, HR Advisor, at recruitment@chilternfire.co.uk.

Alternatively, you can apply by post with a covering letter to: **Jeanette Float, HR Department, Chiltern International Fire, Stocking Lane, Hughenden Valley, High Wycombe HP14 4ND.**