

## Communications Executive

Reporting to: Head of Communications  
Position Type: Permanent role  
Location: London W1  
Salary: £30,000



### The Role

As a Communications Executive for Team GB you will be responsible for supporting the Head of Communications with the day-to-day execution of the organisation's communications strategy, ensuring the smooth running of the function and its outputs.

The role has a focus on media operations, with responsibility for accreditation processes, general liaison with external media and the management of operations at any media events and engagements.

You will also be responsible for the day-to-day management of the organisation's media monitoring service, ensuring its accuracy and timeliness. Monitoring media and sentiment across all external media is a key focus of the role, ensuring the Head of Communications and senior management are aware of any relevant story or information.

The role will support the Head of Communications to with the organisation's external media relations outreach strategy, creating new and maintaining strong relationships with external media in doing so. You will support the management of an always-on media office function, fielding inbound enquiries and coordinating responses to media, including issues and crisis management scenarios. This will require out of hours work on occasion.

Working closely with the marketing and digital teams you will help support storytelling across the business, including working closely with the sports team to support athletes in the build-up to and at the Olympic Games, as well as the commercial team in support of the organisation's wider commercial objectives.

### Key Responsibilities

The role will involve a wide range of media and communications skills and proficiencies including, but not limited to:

1. **Media Relations:** Be a key contact for day-to-day media relations and maintain a consistent approach to relationship building and management. Manage inbound email and calls to ensure timely responses to incoming media requests. Manage and maintain the media contact database to ensure the organisation has a current and accurate view of external media, both domestic and international. Manage the Roxhill Media contact platform.
2. **Accreditation:** Manage the end-to-end accreditation process, including liaison with the IOC media operations team and domestic media. Ensure smooth operations in allocating accreditations and managing deadlines for submission of information, including liaising with individual members of the media.
3. **Rights Holding Broadcasters (RHBs):** Support the relationship between the BOA and the RHBs i.e. BBC Sport, WBD, Talksport. Develop excellent working relationships with operational and editorial teams to maximise coverage in the build-up to and at the Games.
4. **Stakeholder relations:** Maintain and develop relationships with key stakeholders – domestic and international – with a primary focus on domestic National Governing Bodies (NGBs) and UK Sport. Ensure regular communication with peers and coordinate and contribute to regular NGB events and forums to share best practice and knowledge cross the sector.

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5. **Media monitoring:** Oversee the management of the Meltwater platform, ensuring accurate and timely media monitoring. Be responsible for liaison with the Meltwater teams, and management of key word profiling.
6. **Finance:** Support the Head of Communications to manage the communications budgets, contributing to the organisation's wider financial targets. Raise Purchase Orders and manage expenses and travel bookings.
7. **Copywriting:** Write copy, statements, media releases and operational notes, suitable for external audiences.

### Key Challenges in Delivering the Role:

- Multiple deadline-driven projects
- Managing external media relationships and delivering difficult news e.g. where accreditation allocations cannot satisfy demand
- Stakeholder management in a complex domestic environment
- Building strong internal relationships

### Relationships and Interfaces:

- This role reports to the Head of Communications
- Close working relationships with the Marketing, Commercial and Digital teams
- High level of liaison with all external partners, agencies, stakeholders and suppliers
- High level of liaison with external media desks

### Person Specification

- Experience of working in a media and communications environment
- A good understanding of the current and changing media landscape, including in respect of new and emerging media and influencers
- Excellent written and verbal English, with the ability to turn around copy/statements in deadline-driven timeframes
- Resilience under pressure and in challenging environments

### How To Apply

Please email your CV and a supporting statement to [Recruitment@TeamGB.com](mailto:Recruitment@TeamGB.com) by 11.59pm on Sunday 17 August 2025.

In the supporting statement, please address the following:

- a) Why you are applying and the key skills, knowledge and experience you can bring to the role (max 200 words)
- b) Describe a successful creative PR campaign you have worked on. What was your role and what were the results? (max 300 words)