

Job Description

Job Title:	Communications Executive	Location:	Home based with requirement to attend regular meetings (Predominantly in central London) and our various events.
Reporting to:	GM Operations & CEO		
Hours:	Full-time, Monday to Friday; flexible working hours to a regular weekly pattern can be agreed in advance with your Line Manager.		
Remuneration:	£28,000 GBP per annum		

Purpose of the Job:

- This position is to enhance the visibility of the Association and give it a prominent voice to the membership, policy makers and other external stakeholders.
- To research, analyse data, and create engaging communications material for the association.
- Support our Working Groups to research and present data to strengthen our initiatives.
- To learn about all aspects of the Association and become a knowledgeable part of the team.
- To support the marketing of the Association to existing and new prospect members.
- To support the coordination and delivery of the Association member events.

Main Duties and Responsibilities:

- Creating regular engaging communications to inform all members about The ACA initiatives, activities and progress.
- Researching initiative areas in liaison with our Working Groups to build data resources that can be published to members and used within our PR.
- Manage and maintain the Association's communications calendar and distribution of key communications campaigns
- To draft and prepare PR articles for each initiative area and work with our PR agency to reach a wide audience.
- To join our Working Groups, comprised of our non-executive board, to support research and development of group initiatives.
- To lead the relationship and coordinate PR with The ACA's PR company.
- To support the design and management of marketing mailshots to members and new prospects.
- Update and maintain accurate records in the company CRM system.
- Support as required with the production of The ACA's events, exhibitions and meetings.
- Attend Association events to support setup, coordination and pack up.
- Answering and managing the association telephone calls (remotely) on request.

Skills and Attributes:

- Communications experience and a knowledge and understanding of PR.
- Understanding of the issues facing the aviation and charter industry and a grasp of its regulatory environment.
- Excellent written and verbal communication skills with copywriting experience.
- High level IT capabilities with a knowledge of Microsoft packages.
- Able to prioritise work.
- Display a flexible attitude.
- Precise and accurate data entry, with attention to detail.
- A self-motivated and focused approach to work.
- Multilingual skills will be beneficial.

About The ACA:

The Air Charter Association, founded in 1949, is the leading worldwide trade association for companies and individuals engaged in aircraft charter.

Our members are accredited to maintain the highest standards of conduct and professionalism in the aviation market. We support our members with expert guidance on compliance and best practice, offer bespoke training and unrivalled business networking events, and work closely with aviation regulators and government bodies on key industry issues.

What we provide:

- Joining a small but motivated & dedicated team running a fast-growing global association
- Flexible working
- Collaborative home working using Microsoft Teams
- Gain aviation industry experience and training