

New Business & Communications Coordinator

About Prior + Partners

Prior + Partners is a specialist placemaking practice integrating masterplanning, planning and economics to unlock the potential of places and communities.

Our work spans district, city and regional scales, moving between strategic visioning, concept and detailed masterplans, planning and implementation. We work on major regeneration projects, new communities, mixed-use districts and strategic development frameworks in the UK and internationally.

We are now seeking a curious, organised and proactive **New Business & Communications Coordinator** to join our London team and support the continued growth and profile of the Practice.

About the role

The successful candidate will be an early-career professional with strong written and verbal communication skills, excellent attention to detail and an interest in how a leading placemaking practice develops relationships, communicates its expertise and wins work.

This is an early-career role, ideally suited to someone around 1–2 years into their career, but we're deliberately open-minded about background and experience.

A significant part of the role will involve supporting bids and proposals, working with colleagues across the Practice to coordinate information and develop clear, compelling responses. You will also help research clients, sectors and markets, identify and track new opportunities, develop communications content and support events and relationship-building activity.

The role will suit someone who is curious about the built environment, enjoys working with people and information, and is keen to develop their skills across new business and communications within a growing professional practice.

Key Responsibilities:

The role will include:

- Supporting the preparation and coordination of bids and proposals, ensuring information is accurate, consistent and delivered to deadlines;
- Researching clients, projects, sectors and markets to support new business activity and bid strategy;
- Supporting the development of written content for website, social media, publications, awards and other external communications;
- Supporting the preparation of presentations, capability material and other business development content;
- Supporting the organisation and delivery of events, conferences and other external engagement activity.

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The candidate we are looking for will have:

- Excellent written and verbal communication skills;
- Strong attention to detail and a high standard of written work;
- Strong organisational skills and the ability to manage multiple tasks and deadlines;
- An interest in the built environment, including planning, development, regeneration and placemaking;
- Curiosity about markets, clients and the wider forces shaping places and creating new opportunities;
- The ability to research unfamiliar subjects and communicate key findings clearly;
- A collaborative, proactive and positive approach;
- Confidence working with colleagues across different disciplines and levels of seniority;
- The ability to take direction, ask questions and learn quickly;
- An interest in developing a career across new business and communications within a professional practice;
- Experience of supporting bids, communications, marketing, business development or related activity would be beneficial, but is not essential;
- A degree or equivalent qualification in a relevant discipline would be beneficial, but applications from candidates with other relevant backgrounds and experience are welcomed;
- Good working knowledge of Adobe Indesign and Microsoft Office preferred.

How to apply

Salary will be commensurate with experience. We offer the opportunity to further your career within a busy, growing and multidisciplinary practice, working alongside urban designers, planners, economists, spatial data specialists and public realm professionals.

To apply, please submit your CV in confidence to: careers@priorpartners.com

Prior + Partners is an Employee-Owned Trust and an equal opportunities employer committed to creating an open, respectful environment where people can build lasting careers and do their best work. We welcome applications from candidates returning to the profession following a career break.