

Role: Events & Communications Executive
Term: Full Time - Office Based in Holywood, Co. Down with flexible hybrid working
Salary Range: £26k - £30k depending on experience
Start date: Immediate
Applications Close: 7th October 2026
Application format: CV & Short Elevator Pitch to jobs@morrowcommunications.com

Morrow Communications is seeking an experienced, pro-active, enthusiastic and organised **Events and Communications Executive (ECE)** to join our award-winning team. We are particularly interested in someone who has a natural flair for event planning and operational delivery but equally understands and has experience in the wider corporate/strategic communications landscape to meet the needs of our growing client base.

About us...

Morrows is an award-winning full-service communications agency based in Holywood, Co Down and is committed to delivering creative communication campaigns and events with meaningful impact. As both CIPR Consultancy of the Year for 2025/26 and PRCA Large Consultancy of the Year 2026/27 we are also a multi-award-winning company for our client work. We represent some of the UK and Ireland's most exciting brands and organisations and many of Northern Ireland's most respected organisations across a wide range of sectors.

You would be working with a talented, fun bunch of people - from the Event Management, team to Communications, Video Production, Creative and Social. We collaborate to create fantastic award-winning campaigns and produce important events for some of the biggest companies and public sector organisations in Northern Ireland and beyond.

Our client base is growing and adapting to new challenges and exciting opportunities and so are we. We have significant growth ambitions and require people with their finger on the pulse for creative event delivery, a nose for news and who understands how to activate a communications plan.

What you can expect from us...

The successful applicant will play a key client and project management role in both event or comm-led accounts - bringing energy, creativity, and capability to a number of our core clients and the Morrows team as a whole.

Tasks will include *but not limited to the following:*

- Produce detailed proposals for events (including timelines, visuals/mood board, venue options, supplier services, staffing and budgets)
- Attend client meetings/site visits – in person/online and off site
- Collate reports/action plans with timelines/responsibilities sharing effectively with team members and clients
- Source quotations and brief suppliers e.g. venues/AV/entertainment/photographers with clear instructions
- Prepare and build event invitations and design of announcements/confirmations
- Copywriting for social media/digital posts and press releases

- Collate event website information e.g. agenda, speaker bios
- Update attendance records – pre, during and post-event including effective database tracking/management
- Develop event materials, on screen or printed and prepare briefs for artwork/branded items
- Scripting and briefing notes for event hosts/speakers
- Conduct research and idea generation for client briefs or new business proposals

In return, we will provide reward and recognition at every step of your career, with a competitive starting salary £26,000 - £30,000 p.a. (dependent on experience) and plenty of opportunity for growth. You will also access a first-class employee engagement experience and other benefits through our ‘**Belong**’ employee engagement programme.

All this will be provided in an open, friendly and supportive environment with relevant training and professional development. Morrow is the only NI agency which holds the PRCA Platinum Communications Management Standard, a quality mark which has underpinned all our client and employee processes for over 20 years. We have recently attained our Cyber Essentials accreditation and are committed to becoming a net-zero company as part of our wider sustainability goals.

What skills and qualities you need to have...

ESSENTIAL CRITERIA / SKILLS REQUIRED
• Third level qualification in a related subject e.g. communications, tourism/events, marketing, business • Minimum 2 years’ experience in a related role e.g. events planning, marketing/communications either in house or within an agency in NI, Ireland or GB OR worked in a marketing/comms/PR role • Demonstrate knowledge of the fundamentals of event/project management, planning, delivery and evaluation phases including the use of online tools/systems. • Strong and persuasive writing skills covering event strategies, event communications to media relations and digital content. • Know your way around online event/marketing systems e.g. Wordpress (or similar), Canva, Eventbrite, Survey Monkey etc. • Commercial awareness of the wider business environment and competency in presenting financial information e.g. quotes/invoices/budgets • Proficient with Microsoft 365 (incl. CoPilot) with an excellent approach to administrative tasks and client facing document presentation • Flexible in sometimes working outside normal working hours • Access to your own transport and a Full UK Driving licence is also a must.
DESIRABLE CRITERIA
• Knowledge and experience of agricultural/farming or agri-food sector in NI/Ireland • Interest in current affairs and a nose for news. • Interest and experience in environmental/sustainability communications • Previous experience in new business development e.g. creating pitch decks/presentations, tender writing and bid management.

What we are looking for...

- You'll be ready to jump headfirst into the role with a **can-do attitude** – slotting into the busy events and communications team prioritising tasks effectively, problem solving and working under pressure;
- You'll be **an inquisitive and strategic thinker**, who takes time to understand a client's business objectives and can help devise appropriate events/communications tactics and creative solutions to achieve them.
- You'll have first-class **relationship building and written/verbal communication skills** – able to connect positively with everyone you encounter - from clients to speakers, colleagues to suppliers.
- You'll know how to manage a **busy schedule** and **thrive as part of a team**, prioritising tasks effectively using productivity tools and online resources efficiently.
- You'll also be very comfortable in the **digital sphere** and understand how to channel great content to online audiences as well as understanding how to **develop impactful event materials**.
- You'll have an instinctive **flair for writing** in a variety of styles online and offline with meticulous **attention to detail**.

How to apply.....

If you meet the above criteria and have the experience and ambition to deliver what we need, apply with an **up to date and tailored CV** - with particular reference and relevance to the job description above and quote reference MC-ECE

Please also include a **separate elevator pitch** about yourself (250 words maximum) highlighting why you are the must-see candidate for the position. Please tailor your pitch to best demonstrate how you are right for this specific role.

Send CV and elevator pitch to jobs@morrowcommunications.com by the deadline of 6pm on Wednesday 7th October.

Please also complete the separate equal opportunities monitoring form, quoting reference MC - ECE, and email this to: reception@morrowcommunications.com