

Role Definition

Job title: Internal Communications Coordinator

Reporting to: Internal Communications Manager and ultimately Head of Communications

Responsibilities

- Provide comprehensive support to the delivery of an engaging and effective internal communications strategy across the global organisation.
- To collaborate with HR in co-ordinating intranet content and scheduling for talks, CPD events and wellbeing activities.
- Support the internal promotion of D&I events and preparation of materials.
- Co-ordinating the weekly initiatives e-update which is circulated to all staff.
- Creating graphics for intranet content as needed.
- Collaborating with Marketing colleagues to align/adapt internal communications content with external communications content as appropriate.
- Support with sending organisation-wide updates via Teams.
- Help to update/maintain the organisation-wide, multi-channel, internal communications content calendar.
- Help to identify news stories and ideas for intranet content, to ensure the site is always fresh and engaging.
- Co-ordinating event administration and bookings for internal events, hosted by the Communications team.
- Promoting and managing bookings for events with external membership bodies.
- Support the updating of internal handbooks and materials.
- Contribute, or otherwise assist, as required.

- Thorough knowledge of and compliance with F+P procedures and standards
- Able to build good relationships at all levels, internally and externally

Essential qualities and skills required

- Able to demonstrate ability to undertake the above responsibilities
- Legally able to work in the country in which the position is based

- Experience in internal communications or marketing
- Excellent organisational skills
- Good interpersonal skills and able to work effectively independently
- A creative flare delivering messages via graphics, using Adobe Creative Suite software
- Experience in using content management systems preferable.
- Accuracy, attention to detail and a methodical approach to work carried out.
- Confident in assessing business needs and prioritising workloads.
- Ability to work under pressure and to be self-motivated.
- Proactive thinking and 'can do' attitude.
- Legally able to work in the country in which the position is based.
- Flexible attitude

- Able to demonstrate initiative and a proactive approach to daily tasks
- Resilient to cope with conflicting demands, able to prioritise duties and work effectively under pressure, while remaining calm and professional at all times.
- Able to work as part of an effective team assisting and supporting team members
- Good communication skills
- Attention to detail
- Able to file in alphabetical and numerical order

This description reflects the core activities of the role but is not intended to be all-inclusive and other duties within the group/department may be required in addition to changes in the emphasis of duties as required from time to time. There is a requirement for the post holder to recognise this and adopt a flexible approach to work. Job descriptions will be reviewed regularly and where necessary revised in accordance with organisational needs. Any major changes will be discussed with the post holder.

March 2022