# Job title: Internal Communications and Engagement Manager

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| Main purpose |
| Lead the evolution and transformation of our approach to internal communications. Work with our Personnel, MarComms and Executive teams, develop and deliver an internal communications and engagement strategy that aligns with HR Wallingford’s global business objectives.  HR Wallingford’s brand has sustainability at it’s heart. Deliver communications and engagement activities that help to drive change, foster a sense of belonging and inclusion, and help our people feel pride in our brand purpose and values. Help our teams to understand the company's wider strategy and goals, and how these translate into success and opportunities for all of us. |

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| Main duties |
| Work with people from across the business, including our Executive team, senior leaders and our operational teams, to develop communication initiatives that ensure our strategic messages resonate with colleagues worldwide.  Through hands-on delivery of creative communications, use a variety of channels to engage with colleagues including, for example, our company intranet FLO, company and group meetings and leadership communications. Manage content for key areas of our intranet, and write articles that showcase our values and cultural ambitions, and celebrate the successes of our people. Work with the wider MarComms team to develop videos, graphics, presentations, events, and internal social-style campaigns, for example, that breath life into our stories.  Work with colleagues in personnel and L&D to help us to measure and monitor employee engagement levels. Help us to manage our annual staff engagement surveys and analyse the results to identify areas for action. Help our business teams to develop and deliver action plans that promote positive change. Feedback outcomes in to tactical planning for internal communications and engagement activities.  Help us to nurture and facilitate our Diversity and Inclusion Group, Women’s Network, corporate charity champions, STEM ambassadors and other working groups that help to drive engagement. Manage a programme of awareness campaigns throughout the year such as Women in Engineering, Mental Health Awareness Week, LGBT in STEM week, Black History Month and more while looking for new opportunities to support our commitment to equality, diversity and inclusion.  Work with the Executive Team to facilitate, advise, coach and support them with their engagement and communications activities.  Work with our MarComms team to support external communication of our employer brand. |

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| Job specific duties |
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| Group | Click here to enter text. |
| Reports to | Click here to enter text. |
| Responsible for | Click here to enter text. |
| Date agreed | Click here to enter text. |