Person specification:
Internal communications and engagement manager

R0-1 10 January 2022

Education and experience

| Essential | Essential | Desirable |
| --- | --- | --- |
| Degree in a relevant field (eg communications, marketing, public relations, media, journalism) or equivalent | X |  |
| Professional qualification and/or membership eg. CIM, IoIC, CIPR or equivalent gained through professional experience.  | X |  |
| Experience and evidence of developing internal communication and engagement strategies that deliver company objectives.  | X |  |
| Experience and evidence of planning, implementing and evaluating international communications plans that facilitate engagement and cultural change.  | X |  |
| Experience of using digital platforms including content management systems |  | X |
| Experience of tools and systems for benchmarking and driving staff engagement levels |  | X |
| Excellent written communication skills to ensure content, messaging and tone are consistent with brand voice.  | X |  |
| Experience of internal communications, preferably gained in a small/medium sized organisation undergoing change | X |  |
| Experience of internal communications in a innovation-led or scientific/engineering focussed business. |  | X |

Personal characteristics

| Essential | Essential | Desirable |
| --- | --- | --- |
| Ability to build effective and collaborative relationships with a diverse range of people at all levels of an organisation | X |  |
| Confident and articulate with the credibility to persuade and influence | X |  |
| Skilled in planning in the short and long term, and managing changing priorities | X |  |
| Ability to work independently, take the initiative, find solutions and proactively drive progress, while working as part of a team.  | X |  |
| Outstanding communications skills, written and verbal.  | X |  |
| Flair to deliver creative communication solutions | X |  |
| Ability to prioritise a demanding workload with multiple deadlines | X |  |
| Resilient, highly motivated, with the ability to stay calm under pressure | X |  |
| High levels of professional pride and attention to detail | X |  |
| Excellent IT skills: Office 365 | X |  |
| Experience of creative tools, eg Adobe Creative Suite,  |  | X |