



WE NEED YOU

WE'RE LOOKING FOR

INTERNAL COMMUNICATIONS EXECUTIVE

LOCATION:

Chertsey & Home Working

WORKING HOURS:

Monday to Friday, 37.5 hours per week

SALARY/DAY RATE:

£27,500 - £30,000 per annum

OTHER BENEFITS:

Performance Related Bonus, Life Assurance, PerkBox Discounts, Aviva Pension, Samsung Discounts, Company Sick Pay

CONTACT TYPE:

Permanent

REPORTING IN TO:

Operations & Communications Manager

WE'RE LOOKING FOR A CONFIDENT COMMUNICATOR

As an Internal Communications Executive, you'll be at the core of our Communications team, ensuring our employees are connected, informed, and engaged. You will create and deliver messaging that resonates with both our field and HQ-based teams.

Your success in this role will hinge on your ability to foster and maintain strong relationships, coupled with your fun, positive energy and experience in internal communications. We're looking for someone with a natural flair for storytelling, visual design, and precision. Key responsibilities include executing communication plans, championing creative initiatives, and developing engaging content that inspires and informs.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

CONTENT MANAGEMENT

- Maintain and produce various types of operational communications to be shared via our internal communications platform
- Work closely with the Communications Executive & Senior Communications Exec to develop and curate engaging content for our internal platform
- Review and proofread content generated by both our team and other MX departments, ensuring accuracy & consistent delivery
- Construct brand templates and creative key visuals of exceptional quality tailored to various teams and projects that compliment branding and our general platform aesthetic

INTERNAL COMMUNICATIONS

- With the support of the Senior Communications Executive compile operational documents and manage crucial communications
- Prioritise and deliver adhoc communication and task requests within a specific timeframe, aligning with key business priorities
- Support as required with internal events and new starter induction days

PLATFORM ENGAGEMENT

- Work closely with various departments and teams to gather information, provide support, and ensure consistency in messaging across different internal communication channels
- Work as part of a team to develop and execute innovative initiatives aimed at enhancing employee engagement, morale, and satisfaction.
- Support intuitive and new ways to collect and collate feedback from and assist in reviewing the data to measure effectiveness and success
- Be a true advocate of our internal platform and utilise internal relationships to promote its features and benefits that support its ongoing development
- Create and action on new ideas that help drive the ongoing success of the platform

INDUSTRY EXPERT

- Maintain an understanding of market trends, competitor and field team activities that can be utilised to create bespoke and regular business reporting information
- Foster and sustain relationships with both the immediate and wider team, aiming to cultivate a comprehensive understanding of the business and its operations that can enhance your own and others

OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're an excellent communicator both written and verbally, with a keen eye for detail and accuracy
- You're confident communicating and presenting to various team members and stakeholders
- You have a proactive approach to identifying communication needs and opportunities
- You're a creative thinker happy to present ideas and drive for continual improvement
- You're organised and able to manage calendars, meetings, and documentation
- You're experienced with communication & creative tools, such as Outlook, PowerPoint & Canva
- You're a collaborative team player and can work effectively within a team and across departments
- You're able to thrive in a fast-paced environment and adapt to changing priorities and tasks
- You're able to plan and prioritise your time effectively and efficiently
- You're proficient in Microsoft 365 packages
- You're creative and willing to take on various projects and responsibilities
- You're a strong influencer and able to negotiate when required
- You've got a full UK driver's license; you'll be required to drive to different locations including HQ

Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.

