



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

Our Internal Communications Executive will play a core role within the Communications team to support the creation and delivery of clear and impactful messaging that resonates with our field and HQ teams. You'll use your communication and organisation skills to build and develop strong relationships that help to drive consistent delivery of high-quality messaging tailored to the relevant audience groups.

TO MAKE A REAL DIFFERENCE IN THESE AREAS

CONTENT MANAGEMENT

- Maintain and produce various types of information 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

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 employees through surveys, feedback forms, or other channels, and assist in reviewing the data to identify trends and areas for improvement.
- Be a true advocate of our internal platform and utilise internal relationships to promote its features and benefits that support its ongoing engagement
- 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
- You're confident communicating and presenting to various team members and stakeholders
- 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 familiar with communication & creative tools, such as Outlook & 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 in particular PowerPoint and Excel
- 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.

