

Communications Business Partner

(Two roles)

Job description

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Job description

Working as a part of a large change team dedicated to our public sector client, the Communications Business Partner executes tactical campaigns for the functions and projects they manage. You'll define and develop content and copy. You'll work alongside our Engagement Managers and their communications counterparts within projects you own. You'll have at least five-years' experience in internal communications roles and current SC-clearance.

Job type

Fixed term, one-year employed role, starting 1 November 2020

Hours

40 hours per week

Location

Home-based, with travel to customer sites as needed

Reporting to

Communications Business Partner Lead

Line management responsibilities

None

Required

Current SC (security clearance) – please note a DBS certificate is *not* sufficient

Responsibilities

You'll be responsible for:

- Supporting the Communications Business Partner Lead to develop innovative communication and engagement strategies.
- Developing tactical communications plans and campaigns, closely aligned to those being developed by colleagues for other divisions and projects for cohesion across the programme.
- Using the communications and engagement channels created by the programme in line with the Communications Business Partner Lead's guidance.
- Writing content and copy as defined in the communications plans.
- Representing the needs of your assigned divisions and projects to the central team.
- Contextualising key messages for core audience groups and translating complex information into consumable content.
- Supporting local management in delivering operational communications.
- Capturing positive stories enabled by the programme to use in campaigns.
- Delivering on time.
- Following quality controls and approval processes and identifying additions and changes as understanding of the divisions and project increases.
- Using communications-related data and assets in line with customer and Inform GDPR policy.
- Building strong relationships and useful communications contacts across the projects.
- Identifying communications channels across divisions and projects and building them into tactical campaigns.
- Working with the Communications Business Partner Lead and the Creative Team Lead to identify design support needs.
- Actively contributing to the development of the communications and engagement team.

About you

We're looking for someone who has:

- Experience of technology-focused change programmes (knowledge of Microsoft 365 / Office 365 would be an advantage)
- At least five-years' experience in internal communications roles.
- Supported communications related to at least two major change programmes.
- Public sector experience and current SC-clearance.
- An understanding of change management methodology (e.g. Prosci's ADKAR model)
- Good all-round project management and organisational skills.
- Excellent people and relationship building skills.
- Self-motivation and independence. This is a home-working position unless you are meeting clients, so you need to be happy in your own company and able to thrive in a virtual working environment.
- A team working mentality.
- A positive and enthusiastic outlook.
- A proactive nature and the ability to act quickly.
- Problem-solving skills.
- The ability to prioritise and manage high volumes of workload.
- Everything you would expect from a communications professional – strong listening, writing, and speaking skills alongside exemplary attention to detail.

What we offer

Because we embrace the opportunities from the technology we help roll out, we have flexible working patterns to fit in with your travel, families, personal development and other activities. We think this helps our team be the fully rounded experts our clients need. Alongside generous pay, we try to create a learning and social environment. So while we have a working-from-anywhere set up, you will feel connected and supported.

We offer company leave between Christmas and New Year on top of annual leave, free eye tests, childcare vouchers, contributory pension, death-in-service cover and support for your learning and development. We offer referral fees to employees and contractors.