



JOB TITLE – Internal Communications & Employee Engagement Manager (Part-time, 4 days per week)

REPORTS TO – Senior People Partner

LOCATION – Denham/Voysey House

DEPARTMENT– People

PURPOSE – As the expert in internal communications and engagement, this role will be critical in enabling us to ‘Bring the Beautiful into People’s Homes and Lives’ by building an internal communications and channel strategy that enables us to engage our workforce, celebrate our brands and strive to achieve our ambition to be the employer of choice within our industry. It will play a pivotal role in fostering a vibrant, collaborative, and highly productive workplace environment.

Working alongside our People, Marketing and Group Leadership teams, the role holder will bring our ‘Work Beautiful’ strategy to life, strengthening our employee value proposition through creative, inspiring content that helps to connect our people across multiple sites. As a guardian of our internal brand, you will ensure that our values and vision are embodied in every communication and engagement initiative.

RESPONSIBILITIES

- Develop and implement strategic internal communications plans to ensure effective messaging and alignment with our corporate goals.
- Recognising the diverse nature of our teams across different sites; address their needs through tailored channel strategies.
- Lead employee engagement initiatives that promote a positive work environment, increase employee satisfaction, and drive performance.
- Craft compelling content for a variety of internal communication channels, including intranet, newsletters, emails, and presentations, ensuring consistency and alignment with our employer brand.
- Collaborate with cross-functional teams to identify and celebrate success stories, milestones, and key achievements within the company.
- Advocate for the SDG brands, increasing brand awareness internally and ensuring all material aligns with brand guidelines and tone of voice.
- Monitor and report on the effectiveness of internal communications and engagement activities, leveraging insights to drive continuous improvement.
- Champion the development and reinforcement of our company culture, ensuring it aligns with our values and fosters an environment of respect, where differences are not only acknowledged but are seen as a vital aspect of our creative excellence and innovation.
- Drive initiatives that cultivate a positive, inclusive, and inspiring workplace environment, encouraging creativity, collaboration, and a sense of belonging among all employees.
- Refresh the SDG intranet pages to make content more accessible, informative and timely.

CONNECTING WITH OTHERS

Working independently, you will have regular support and touchpoints with:

- People team
- Marketing, PR & Communications teams
- Community groups & wellbeing leads
- Group leadership team

EXPERIENCE & SKILLS

- Proven experience in internal communications or employee engagement, preferably within a related industry.
- Exceptional writing, editing, and verbal communication skills, with an ability to convey complex ideas in a clear, concise, and compelling manner.

- Strong project management abilities, with a track record of successfully leading initiatives from concept through to completion.
- Creative thinker with a strategic mindset, capable of developing innovative multi-channel solutions to engage and inspire a diverse workforce.
- Strong interpersonal and relationship-building skills with the confidence and ability to communicate with every level of the organisation from factory floor to C-Suite boardroom.
- Experience championing equality, diversity and inclusion initiatives and driving awareness across the workplace.
- Proactive and self-motivated, resilient in the face of multiple demands, with the ability to prioritise activity and manage stakeholder expectations.

QUALIFICATIONS:

- Bachelor's degree in Communications, Public Relations, Human Resources, or related field an advantage, though not essential.

MEASURES OF SUCCESS

- Successful design and delivery of a new internal communications strategy across SDG
- Strengthened Employer Brand, employee value proposition and commitment to DEI agenda
- Driving YoY improvement in employee engagement
- Internal communication metrics
- Turnover rates