JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Internal Communications Officer</th>
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<tr>
<td>Department / Unit:</td>
<td>Marketing and Communications</td>
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<tr>
<td>Grade:</td>
<td>RHUL 5</td>
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<tr>
<td>Accountable to:</td>
<td>Head of Internal Communications</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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Purpose of the Post

The Internal Communications team (iComms) is responsible for developing and delivering engaging communication updates, events and campaigns that provide students and staff with reasons to feel proud to be part of the College, whilst ensuring that they are well informed about College plans and activity.

The post holder will create daily and weekly communications for students and staff, delivered primarily via online channels. In order to generate compelling, relevant and inspiring content, the post holder will work with other team members to develop a strong network of contacts across College, helping to ensure that communication is timely and relevant for a highly diverse audience.

Key Tasks

- Source, write, edit and post daily news items to our student and staff intranets;
- Write, set and manage the distribution of weekly staff and student newsletters;
- Act as a champion of storytelling and news sharing, building up networks across the College and using those to inspire ideas for written and video content that shares successes and recognises achievements. Produce content as agreed;
- Support an initial review of iComms content and, as directed by the Head of Internal Communications, take forward agreed recommendations, leading on specific strands as agreed;
- Support the development and use of social media channels to encourage two-way internal communication for students and staff;
- With the support of team members, provide internal communications advice and support for specific service areas including Active Lifestyle & Sport and Campus Services;
- With direction from the Head of Internal Communications, coordinate the yearly iComms calendar of campaigns, events and news;
- Gather online data and produce the monthly iComms reporting dashboard.

Other Duties
Any other duties as required by the line manager or Head of Department that are commensurate with the grade.

**Internal and external relationships**

As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.