



1 Advertisement

Post Title: Internal Communications Manager

School/department: Communications, Marketing and Advancement

Hours: full time or part time hours considered up to a maximum of 1 FTE

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: fixed term for six months

Reference: 21079

Salary: starting at £36,333 to £43,115 per annum, pro rata if part time

Placed on: 11 July 2023

Closing date: 04 August 2023. Applications must be received by midnight of the closing date.

Expected Interview date: 15 August 2023

Expected start date: As soon as possible

The University of Sussex is looking to appoint an internal communications manager to support the delivery of an ambitious programme of staff and corporate communications, for a fixed term contract of six months.

You will have proven success in developing and delivering comprehensive internal communications for a wide range of audiences.

You will have worked in a similar role in a large or complex organisation, where you will have planned and implemented communications plans and strategies in support of the organisation's strategic objectives.

In this exciting role you will have the opportunity to manage communications projects from inception through to delivery and measurement, focusing on evaluating activity and continuous improvement. Experience in this area is essential.

You will have experience of managing a wide variety of internal communications and engagement channels, including publishing using content management systems, managing events, video production and internal social media.

Drafting business critical content, editing internal newsletters, and editing complex content for an all-staff audience is a critical responsibility of the role, and your written skills will be excellent.

The post holder should have well-developed interpersonal skills with the ability to quickly build rapport and influence others in their area of expertise, effectively contributing to team working.

You will be able to engage with and influence senior stakeholders and represent internal communications on key steering groups and committees.

Used to working at a senior level, you will also be responsible for overseeing the work of others in a busy communications team, therefore some line management experience is desirable.

Please contact Marion Hamilton at m.c.e.hamilton@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The Division

Established for over 60 years and with a proud heritage, this is an exciting time to join the Communications, Marketing and Advancement Division at the University of Sussex. We have grown to around 19,000 students, we are proudly international and we have a clear ambition to be one of the most sustainable universities in the world. Today, in every part of society and across the world, you will find someone from Sussex making an original and valuable contribution.

Please find further information regarding the division at <http://www.sussex.ac.uk/schoolsandservices/professionalservices/communications-marketing-advancement>

Please find further information regarding the [Communications, Marketing and Advancement Division on our website](#).

3. Job Description

Job Description for the post of: Internal Communications Manager

Department: Communications

Section/Unit/School: Communications, Marketing and Advancement

Location: Sussex House/hybrid working

Grade: 7

Responsible to: Senior Internal Communications Manager

Purpose of the post

The University of Sussex is looking to appoint a confident communications professional to support our wide variety of staff and corporate communications, for a fixed term of six months. The focus of the role will be to lead on several strands of our internal communications strategy: planning, implementing and evaluating communications activity designed to improve staff engagement and inclusion.

As a member of the Communications, Marketing and Advancement division, the post-holder will work closely with the Senior Internal Communications manager to plan and deliver a comprehensive programme of communications for our staff.

Strategic planning

Working with the Senior Internal Communications Manager, the post-holder will be expected to attend relevant committees, steering groups, and other meetings, and lead on both strategic and day to day internal communications associated with these.

Stakeholder engagement

The post-holder will be expected to work with a wide range of stakeholders across the University, including participating in engagement groups and high-level meetings.

The post-holder may also be expected to attend events to represent the University and build contacts and networks.

Key responsibilities

Day to day responsibilities will include:

- Creating communications plans to deliver effective programmes of activity
- Creating original content to help our staff understand the University's strategic objectives, and how their work contributes to these
- Editing content from contributors across the organisation to help ensure complex information can be understood by our wide range of audiences
- Publishing content on our staff website
- Editing our two all-staff email newsletters, and bespoke Professional Services and academic staff newsletters
- Creating and sending all-staff email communications
- Planning and running online and live staff events
- Managing our social media channels
- Attending steering groups and committees, ensuring appropriate actions are taken
- Responding to business continuity incidents
- Directing some activities of the Internal Communications Officer
- Deputising for the Senior Internal Communications Manager as required

4. Person Specification

SKILLS/ABILITIES

	Essential	Desirable
Outstanding written and verbal communications skills	X	
Excellent relationship building ability	X	

High levels of diplomacy and stakeholder management – allied with experience of using advocacy and influencing skills to challenge perceived wisdom and put forward alternative solutions		X
Ability to understand and convey complex conceptual ideas and information	X	

KNOWLEDGE

	Essential	Desirable
Knowledge of latest developments in internal communications and processes and technology including social media	X	

EXPERIENCE

	Essential	Desirable
Experience in a communications role in a large or complex organisation	X	
Experience of delivering communication plans and strategies which support and deliver organisational objectives	X	
Experience of successfully working with senior stakeholders	X	
Experience of full range of communications elements including internal communications and engagement, event management and digital/social media	X	
Interest in public affairs and political engagements		X

QUALIFICATIONS

	Essential	Desirable
Educated to degree level or equivalent		X

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Intellectual rigour with ability to think creatively	X	
Considered and calm approach	X	
Approachable and team orientated	X	