



Communication Officer : maternity cover

Role summary

We are looking for a **Communication Officer** to cover maternity leave. They will lead and enhance our internal communications strategy across Restore Plc. This role will report into our Marketing & Communications Director and collaborate with key stakeholders across the business to **keep employees informed and engaged, fostering a positive company culture, and ensuring alignment with business objectives.**

Key responsibilities

- **Implement a structured internal content plan** that aligns with business priorities and colleague needs.
- Work closely with stakeholders across **the business** to drive the agenda for **Health & Safety, ESG, Diversity & Inclusion as well as other topics.**
- **Manage our internal communication platforms** and become the expert and go-to person within the business (Sharepoint)
- Ensure messaging is clear, consistent, and engaging aligns with **Your Say Survey** objectives, improving trust and transparency.
- Support our Plc team with updates to our external website
- Improve our engagement on social media
- Support our marketing teams across all business unit to take appropriate internal content externally to enhance us as an employer and to our customers
- Act as a **trusted advisor to internal teams**, providing communication guidance and best practices.

Skills & experience

- Fluent English speaker with excellent communication and presentation skills
- Exceptional writing skills with a high level of accuracy and attention to detail

- Full communications toolset experience across a range of tactics and channels
- Previous experience developing internal communications tools including Intranet and SharePoint content creation, development and management
- Strong project management skills and an ability to deliver to tight deadlines
- Ability to build strong internal relationships and work collaboratively with a broad range of stakeholders.
- A proactive, self-starter who enjoys identifying and plugging gaps for continuous improvement
- Ability to champion a shared organisation culture with strong cross departmental working
- + 5 years experience
- Degree in communications or equivalent

Budget & Location

- Budget: £30-35k
- Location: London office or Rainham
- Hybrid role 4 days a week
- May require to travel across the UK

Employee Signature:.....

Date of signature:.....