Proposed role: Communication Officer

## Role summary

We are looking for a **Communication Officer** to 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

* **Develop and 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 (Circle, Engage etc)
* 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 and updates to the career’s website
* 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: £35-£40k
* Location: London office or Rainham
* Hybrid role 4 days a week
* May require to travel across the UK