

Internal Communications Manager – Part Time

Employer:	East West Railway Company
Location:	London at first, moving to Milton Keynes in August/September 2020
Basis:	Part -Time – Permanent
Role Summary:	Internal communications managers work to ensure EWR Co's employees are kept informed and motivated.
Team dimensions:	Reporting directly to the Head of External Affairs

A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes and Bedford by rail.

Oxford, Cambridge and the communities in between are renowned for their vibrant economy, educational excellence and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads.

We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

Responsibilities and accountabilities

- Working to the agreed internal communications strategy, and providing clear direction in the delivery of internal communications
- Ensure organisational initiatives and projects are successfully communicated to employees
- Work closely with colleagues across the business, to ensure organisational objectives are met and fully supported by the internal communications programme – particularly HR and IT.
- Plan, edit and write content for a variety of internal communications mediums including events and written communications.
- Draft messages or scripts from senior executives for presentation to employees in written or spoken form
- Ensure internal communications messages are consistent across all mediums and for different departments of the organisation
- Ensure internal communication messages are consistent with external communication messages
- Respond to feedback from staff and adjust communications content accordingly
- Handle the internal communication response to crisis situations which affect organisational perception and reputation
- Advise senior executives of developments throughout the organisation, either face to face or through regular written communication

Team dimensions

- You will be reporting to the Head of External Affairs and be a part of the wider External Communications team
- Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

Experience and skills

As Internal Communications Manager for East West Rail Co. you will have experience in a communications team, especially internal communication. But experience of writing for a variety of different audiences is also desired. General journalistic or marketing experience is beneficial. Prior management of complex projects and advising senior managers is also looked upon favorably.

- You need excellent writing, editing and proofreading skills as well as the journalistic ability to source stories from employees
- You also need strong speaking skills as you are likely to be called on to give presentations to staff. Internal communications managers need sensitivity to an organisation's goals and values and the ability to relay them to employees.
- You need good interpersonal and relationship-building skills in order to work with communications and HR departments. You also need to possess the confidence to deal with senior executives and explain communication techniques to them.

- You need the creative ability to devise communication strategies Digital skills: Familiarity with information technology, especially digital and video means of communication, is essential. Understanding the sector, you will be working in (private, public or voluntary) can be crucial.

What we offer:

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 33 days holiday a year (including bank holidays) + up to 5 days to buy
- Life insurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: **recruitment@eastwestrail.co.uk**