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| Job Title  | Communications Executive – Internal Communications |
| Team | Communications |
| Reporting to | Head of Communications |
| Responsible for | Providing excellent communications and engagement for colleague and internal stakeholder engagement.  |
| Job purpose | As an Internal Communications Executive, you will be responsible for developing and executing the internal communications strategy for our organisation. You will be responsible for creating and delivering compelling content that engages employees. You will work closely with key stakeholders to ensure all internal communication is clear, consistent, and aligned with the company’s goals and values.In addition to working with colleagues at the Law Society of Scotland, this role involves developing and implementing communication and engagement plans for our volunteer community to ensure that our Council and committee members are well informed and engaged in the Society’s work. |
| Key responsibilities | * Support the development and implementation of an internal communications strategy for the organisation, including its key messaging, communication channels, and tactical approach
* Create and deliver internal communications content using a range of internal communication channels, including email, intranet, videos, events and presentations
* Identify opportunities to promote and strengthen employee engagement. This will include working with colleagues within the wider Comms Team as well as our Colleague Community Action Group and equality, diversity and inclusion group to engage and inform colleagues about their work
* Develop and maintain a content calendar to ensure that internal communications are timely and relevant
* Work with key stakeholders across the organisation, including the senior leadership team, to ensure all internal communication is clear, consistent, and aligned with our goals and values
* Work with our HR team to develop and deliver communications to support our people strategy
* Lead on comms for our employee engagement survey, from launch to reporting, working with the Law Society’s Research Team to garner insights and feedback from colleagues
* Monitor and measure the effectiveness of internal communications, and recommend improvement based on feedback and data analysis
* Work with our Volunteer Recruitment Manager on recruitment and engagement of committee members.
* Assist with crisis communications, ensuring all employees are informed and up-to-date
* Carry out any other reasonable duties that may be required by the Head of Communications
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| Date | January 2025 |