

Internal Communications Manager

Hybrid and London

6-month Fixed term contract

A bit about the role:

What a great time to be joining LifeArc and our Corporate Affairs team as we are set to embark on a transformational trajectory both as a team and organisation that will support our strategy. We are committing to invest up to £1.3 billion by 2030 to transform promising life science ideas into life-changing medical breakthroughs for patients, faster.

We have much to achieve which makes this role and joining us even more appealing.

Working closely with the Head of Internal Communications, the role has overall responsibility for shaping, delivering and measuring our internal channel portfolio. It will work with teams to create communications for announcements, internal news, change programmes, employee updates, internal campaigns, and events. The role will also take ownership of communications planning and delivery for internal strategic initiatives, in consultation with the Head of Internal Communications.

- Take ownership of our intranet and oversee the design, structure, and content, working collaboratively with a network of champions/content owners to ensure a good pipeline of content. Create a thriving 'go-to' communications tool for our people
- In collaboration with the Head of Internal Communications oversee and maintain the short/medium-term internal content schedule supporting joined up communications planning within Corporate Affairs
- Alongside writing and creating your own content, additionally review and edit content from others, maintaining communications standards aligned to brand guidelines. Promote and educate internal stakeholders on existing channels, branding and updates
- In collaboration with the Head of Internal Communications, lead and develop a strategy and plan for evolving internal channel portfolio, to meet the latest organisational needs
- Develop and execute the communications plans for our change initiatives and culture activity as needed
- Support delivery of internal events as required
- Regularly report on the performance and effectiveness of our internal channels and content, to ensure we are making decisions and improvements driven by data, customer/employee insight and feedback
- Support the implementation of any internal communications surveys and measurement as necessary
- Support the day-to-day management of the internal communications team, taking on administration responsibilities as needed (Sharepoint etc)

Expertise:

- Experience of working in an internal communications role and on change programmes

- Experience of multiple digital channel management and communications planning
- Strong technical expertise and experience of working with Sharepoint intranets and Bananatag
- Excellent copywriting and design skills
- Strong interpersonal skills, including the ability to build strong and effective relationships with key internal stakeholders
- Able to work collaboratively with colleagues in a line management structure but also within project teams to lead/support key pieces of work
- Excellent communications planning skills, able to manage multiple priorities and work to tight fixed deadlines
- Excellent attention to detail and strong organisational skills, able to use project and programme management tools when appropriate
- Passion and enthusiasm for creating positive experiences in the workplace and behaviour change
- Some experience of Photoshop, InDesign, and Adobe Suite and video software would be an advantage

Qualifications:

- Educated to degree level or equivalent
- An understanding of the responsibilities and challenges for charities
- A relevant communications qualification would be helpful

About us:

Working at the cutting edge of translational science, we advance research into early-stage drug discovery and clinical validation and offer advice and support to organisations developing exciting patient interventions, including diagnostics, treatments, and cures, that might one day change the world.

LifeArc's work has helped development of medicines to treat conditions including cancer, Crohn's disease, multiple sclerosis and rheumatoid arthritis and we have 8 potential medicines currently in clinical trials. As a member of the UK BioIndustry Association's Therapeutics Antibody Taskforce, we have also screened over 600 antibodies to help create a Covid-19 'antibody cocktail.'

It means we're building a culture that can help you translate your own potential into something incredible, too.

Join us, and you'll have the scope to be creative and take measured risks. You'll be rewarded for your curiosity, for working as one team, and for learning fast. And you'll have everything you need to be your best every day.

We all have potential. At LifeArc, you'll discover what you can really do with it.

Our London office:

Our modern London office is located with Tavistock Square on our doorstep. Our technology transfer and charity teams, along with the opportunity assessment group and enabling functions are mostly located at our London office.

What we can offer you:

Your rewards:

We offer a generous salary that's in line with your qualifications and experience. What's more, you'll also be able to make the most of a generous defined contribution pension scheme, private health insurance, a flexible benefits scheme, 31 days paid holiday per year, PLUS bank holidays and much to offer in the wellness space and much more!

Apply now - and start translating your potential!

To apply please email your CV and covering letter to Emma.Greensted@LifeArc.org explaining why you want to work for LifeArc and your suitability.

Closing Date: 1 April 2022

Please note we are actively recruiting, and the closing date may be brought forward if we find the right person for this role.

LifeArc is committed to the principles and practices of equal opportunities and to encouraging the establishment of a diverse workforce. It is our policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion, or belief. This includes creating a culture that fully reflects our commitment to equal opportunities for all.