



*Forward thinking*  
Straight talking

# ***Internal Communications Executive***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Internal Communications Executive
<b>LOCATION:</b>	Birmingham
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

This role plays a key part in shaping how our people connect with, understand and feel part of Gateley. Reporting into the Head of Internal Communications, you will help develop and deliver a clear, engaging internal communications strategy that reflects our values and tone of voice. You will create high-quality written and multimedia content, keep our internal channels fresh and effective, and support the planning and delivery of campaigns and events that bring our culture to life. With a focus on consistency, insight and continuous improvement, you will help ensure our messages land well, drive engagement and strengthen the employee experience across the business.

### **Responsibilities will include:**

- Support the development and delivery of the internal communications strategy.
- Ensure all communications align with business values, tone of voice and priorities.
- Draft high-quality written content (emails, newsletters, intranet articles).
- Create engaging multimedia content such as videos, graphics, and presentations.
- Maintain and update internal communication channels, including intranet pages and digital signage.
- Assist in planning and implementing internal comms campaigns
- Coordinate timelines, messaging, and channel plans to ensure campaigns land consistently.
- Support the day-to-day management of internal comms channels
- Monitor channel performance and recommend improvements to drive engagement.
- Support planning, logistics and content for internal events.
- Track communication effectiveness using analytics, feedback and engagement metrics.
- Prepare regular reports and insights to support continuous improvement.
- Uphold communication governance, including approvals and channel standards.

## The *team*

With 60 people within our Marketing and Front of House teams, we support on all aspects of marketing and business development across Gateley including internal and external communications, bids and sales, client development, events, digital and marketing projects. Winners of the 2020 Excellence in Sales and Marketing Award at the Greater Birmingham Chamber of Commerce Awards and shortlisted in the 2022 Best Marketing Campaign Award at the Managing Partners Forum Awards, the Marketing team at Gateley has more than doubled in size in five years, reflecting the investment that the business has made in attracting and retaining exceptional marketing talent.

This role sits within the Corporate Communications team. Headed by the Communications Director the team comprises 13 corporate communications specialists covering investor communications, public and media relations, internal communications, social media, design and responsible business activity.

We continue to develop and evolve our proposition and are looking for individuals with a 'can do' mentality to join the team.

## The *person*

**This is a collaborative role which requires the following:**

- Previous experience in an internal communications, employee engagement or communications role.
- Demonstrated ability to plan, deliver and measure internal communication campaigns.
- Proven experience creating clear, engaging written content for diverse employee audiences.
- Experience drafting newsletters, intranet articles, presentations and campaign materials.
- Confident gathering information from stakeholders.
- Ability to manage multiple priorities, deadlines and stakeholders simultaneously.
- Experience supporting internal employee engagement activities.
- Ability to turn data into clear insights and recommendations.

## The *benefits*

With support, coaching and feedback from some of the most engaging colleagues around our great development and progression opportunities will reward your commitment and loyalty. We offer a competitive remuneration package where you'll be rewarded for your individual performance with an opportunity to receive an annual bonus.

In addition, we have a wide range of learning and development opportunities via our Learn platform to develop new skills and progress your career. Our My Flex comprehensive rewards package includes options covering annual leave (and the benefit of purchasing extra days), cycle to work, critical illness benefit, employee assistance programme, group personal pension, health care, season ticket loan and many more benefits (grade dependent). Finally, with Perks At Work/Home you can select a host of retail benefits that suit your needs alongside a Community Online Academy, free courses for all from fitness to coding to languages to hip hop dance.

## We are *Gateley*

We are forward thinking and straight talking, our approach is to find solutions to the problems that our clients face. Gateley is a legal and professional services group, we are a group of formidable experts in all areas of law and business. Passionate problem solvers, we get our kicks from finding the right answers and getting our legal and business clients where they need to be. We support more than 5,700 active clients, ranging from FTSE 100 companies to private individuals, in the UK and beyond. Being part of Gateley is not just about the expertise that you bring; it's about attitude too.

The 'Gateley Story' is the story of our people and our culture. It is what has got us to where we are today as a successful business and it's the driving force behind the Gateley Team Spirit and the values that have shaped it. We have a set of shared internal values that capture what the Gateley Team Spirit is and this includes five elements that bind us all together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do and Working Together.

Every year across the group, we recognise members of our team that have gone and above and beyond and have lived these shared values. They are recognised at our annual Gateley Team Spirit awards.

## ***Diversity, inclusion and well being***

Diversity, inclusion and well being is an important part of Gateley's culture and values. We recruit talented people from a diverse range of backgrounds and cultures, providing equal opportunities for all to join our team regardless of age, sex, race, sexual orientation, disability, or culture.

We create an exciting and rewarding place to work that aims to fulfil everyone's potential and together to achieve personal and business goals. We offer flexible working patterns to help our staff achieve a good work/life balance and we encourage candidates seeking flexibility in their next role to apply for any of our vacancies.

We are proud to have been recognised by The Law Society as gold standard for our Diversity and Inclusion Charter and to be Stonewall Diversity Champions.

## **Additional Information**

If you are successful in receiving an offer of a role with our company a variety of pre-employment screening checks will be completed. Our screening checks can include but are not limited to your eligibility to work, professional and academic qualifications, any criminal records, your financial stability and references from previous employers. The screening that takes place will be relevant to your role and will vary from role to role.



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