

Internal Communications Coordinator

Starting Date: ASAP

Contract type: Full-time, permanent

Salary: 39'000 GBP

Location: London, UK

Application closing date: 8th December 2023

About the Job

We are searching for an experienced Internal Communications Coordinator to coordinate internal communications for our organisation. Supporting the Director of Communications and Communications Manager, you will develop and implement effective communications strategies and initiatives to support our efforts to enhance employee engagement and knowledge sharing across teams, and geographies. You will be responsible for delivery of objectives in line with wider Communication and HR workplans.

Additional responsibilities you can expect are supporting the implementation of a new intranet for the organisation, managing content for internal employee communications, such as newsletters, and intranet updates; informing employees about Better Cotton news and events; and reporting on organisational milestones, goals, and projects.

If the thought of translating strategy to action and bringing key activities to life through connecting with Better Cotton employees and leaders, seeking ways to leverage technology and data to ensure the right balance between messaging options, and supporting strategic efforts across the entire organisation energises and excites you – then we want to talk to you!

We expect you to have an understanding of HR and employee engagement approaches. We want to see a committed and approachable individual and be impressed with your character and skills. The goal will be to provide excellent assistance and support to all staff and contribute to making Better Cotton a better place to work.

Your role and responsibilities

We are seeking a motivated Internal Communications Coordinator to join our Communications Team. In this role, you will be responsible for:

- Produce a comprehensive internal focused strategy for all communications and HR efforts and initiatives.
- Assist other team members with HR and internal communication project rollouts, events, and internal-facing campaigns and initiatives.
- Provide HR and Communication Team partnership and support with writing, editing, and producing messaging for various employee-focused campaigns in support of key organisational priorities - including talking points, memos, promotional materials.
- Work closely with our leadership team to help employees understand Better Cotton's objectives, and keep employees updated on important news, events, and deadlines.

- Develop clear, effective content to build employee awareness of initiatives such as wellness, compensation and benefits, onboarding, performance management, learning, training, career development, and employee engagement opportunities.
- Respond to employee enquiries related to internal communications and address any issues they may be experiencing to help maintain positive employee relations.
- Partner with internal and external partners on design (host videos, articles, etc.).
- Understand and follow industry trends, both in HR / employee engagement and the public relations, corporate communications world.
- Develop partnerships with other internal communications stakeholders and subject matter experts across the organisation.
- Build meaningful relationships with employees through transparent, thoughtful, and resonant messaging.
- Identify opportunity areas for improvement for communications tools, messaging, frameworks, processes, or channels.
- Use metrics to inform the success of campaigns.

We are looking for someone who is having

the following skills, knowledge, and experience:

Essential

- Proven experience of 4-5 years in Internal and/or HR communications or a similar role
- Bachelor's degree in Communications, Marketing, Public Relations, or a relevant field
- Knowledge of HR functions (recruitment, pay & benefits, training, and development, etc)
- Outstanding written and verbal communications skills with strong attention to detail
- Native-level fluency in English
- Strong ability to communicate and present effectively in a fast-paced environment
- Ability to build effective, clear, succinct, well-designed presentations in PowerPoint and well-designed Word documents
- Ability to organise and oversee multiple projects simultaneously and meet deadlines (as well as stakeholder expectations)
- Advanced understanding of key messaging differences to promote an employer brand while staying consistent to an overall corporate brand
- Demonstrated knowledge of, and current with, industry trends to ensure messaging matches marketplace and what employees are seeking from an employer and what employees are seeking from an employer
- Ability to develop and implement data-backed campaigns to increase awareness of career opportunities, and the 'why' Better Cotton employer of choice messaging for employees
- Demonstrated partnership and teaming skills across multiple stakeholder groups

Desirable

- A well-developed understanding and ability to write and create content for the digital world and emerging platforms

- Experience with overseeing intranets
- Strong experience and skills in several of the following areas: strategic, persuasive copy writing and email marketing; website and CRM management; content creation for the digital world
- Experience building internal marketing campaigns
- Problem-solving and decision-making aptitude
- Strong ethics and reliability
- Experience in remote team support to several countries
- Interest in and commitment to sustainability
- Experience of working in a small to medium size not for profit organisation
- A good sense of humour, positive attitude, committed to continuous improvement

What we offer

- Competitive salary
- Hybrid working – One day/week in the offices central London
- The opportunity to work from anywhere in the world for up to one month per year
- Flexible working, with core hours from 10 am to 4 pm local time
- Continuous learning and development
- Pension scheme
- 25 days paid annual leave, plus 8-9 Bank Holidays and a further 3 days off over Christmas
- Enhanced parental benefits
- A warm, positive working environment where everyone is valued
- The opportunity to make your mark and make a difference

Working arrangements

The position is full-time (40 hours per week) and will be based in London. Better Cotton offers flexible working, with core hours being 10 am – 4 pm. Travel might be required on occasional basis.

Apply now

Send us your CV (2 pages maximum) and a brief cover letter (1-page maximum) by or before 08.12.2023 [via this link](#).

In your cover letter, please include an explanation of why your experience is specifically relevant to this role at Better Cotton. We want to see your personal style – what makes you tick and why you think your next opportunity is here with us.

Our hiring process

Initial Screening:

If you are selected, you will be contacted for an initial screening, which may involve a brief phone interview or video call. The purpose is to learn more about you, confirm basic qualifications, and discuss the role and organisation.

Interviews:

If you are confirmed after the initial screening, you will be invited for interviews. The interview process at Better Cotton may include one or more rounds of interviews with various stakeholders, such as the hiring manager, team members, and potentially senior management.

Assessment and Testing:

Depending on the role, you might be required to complete assessments, technical tests, or skills evaluations to gauge your competency and suitability for the position.

Reference Checks:

Once you progress further in the process, reference checks are conducted to validate your work history, skills, and qualifications, and for some roles, your education and criminal history.

Offer stage:

After completing interviews, assessments, and reference checks, the hiring team evaluates your performance and fit for the role. If you are selected and your references are relevant and satisfactory, you will receive a formal job offer letter outlining the terms of employment, compensation, benefits, and any other relevant details.

About Better Cotton

Better Cotton is the world's largest cotton sustainability programme. Our 200+ colleagues of 37+ nationalities are united by a shared passion and commitment to achieving the Better Cotton mission: to help cotton communities survive and thrive, while protecting and restoring the environment. Through our network of field-level partners a quarter of the world's cotton is now grown under the Better Cotton Standard. We have united the industry's stakeholders behind our efforts, from ginners and spinners to brand owners, civil society organisations and governments. Everyone who cares about cotton and its sustainable future can now be part of something better.

About our Values

The post holder will be expected to operate in line with our workplace values which are:

- **Trustworthy** (including honest, transparent, credible)
- As having **Integrity** (including responsible, authentic)
- **Positive** (including problem-solving, pragmatic)
- **Engaging** (including adaptable, inclusive, holistic)
- **Daring** (including courageous, innovative, game-changing)

Being you @ Better Cotton

Better Cotton is committed to creating a diverse environment and is proud to be an equal opportunity employer with a strong commitment to good practice and transparency in the management of natural, human, and financial resources.

We have a zero-tolerance approach to any attitudes or behaviours that put children or adults at risk of harm. Safeguarding incidents are acts of serious misconduct and are grounds for disciplinary action, up to and including, dismissal and referral to relevant authorities for criminal prosecution. Therefore, all offers of employment are subject to satisfactory references and appropriate screening checks.