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Internal Communications Manager

“In the past century Fauna & Flora has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
Fauna & Flora Vice-president

Fauna & Flora

At Fauna & Flora, our shared purpose is to protect the diversity of life on Earth, for the survival of the planet and its people. We work closely with local conservation partners around the world to save nature, together. We harness this collective expertise to inspire positive change globally.

The Opportunity

Fauna & Flora employs circa 650 people across 20 countries. We have circa 210 employees in the UK, and 30 expatriate and 410 national employees working across Africa, Asia-Pacific, Eurasia and the Americas & Caribbean.

We are seeking an experienced internal communications specialist to lead our internal communications and engagement, helping improve organisation knowledge and learning and nurture a culture that helps maximise our impact. You will join at an exciting time for Fauna & Flora, with the chance to use your skills to make a real difference, as we work to deliver our new 2030 strategy to protect threatened species and habitats around the world.

With substantial experience of working in internal communications, you will know how to develop effective internal communications strategies and implement them both through delivery of communications initiatives as well as enabling and empowering all staff throughout the organisation to participate in internal communications. You will have a passion for staff engagement, while understanding the complexities and challenges that working across different countries, cultures and functions entails.

You will enjoy working in a dynamic and fast-paced environment, where the ability to respond swiftly to changing organisational and team needs is paramount. In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, and life insurance.

Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	£38,410 per annum

Location:	Fauna & Flora, Cambridge Current policy offers partial remote working within the UK
Benefits:	25 working days' annual holiday entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time Fauna & Flora UK offices are closed For employees on UK-based contracts, Fauna & Flora currently provides a pension contribution of 8% of salary after 3 months' continuous employment. Group Life insurance, currently set at a benefit of 4 x basic salary
Hours of Work:	This is a full-time position, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title:	Internal Communications Manager
Location:	Fauna & Flora International, Cambridge
Reporting to:	Chief of Staff
Key Internal Relationships:	Senior Leadership Team (SLT) Management Team and Leadership Forum Operations Team Information and Intranet Manager Head of Learning & Partner Development Communications Team

Purpose:

Develop, drive and deliver effective internal communications across the organisation, which helps improve organisational knowledge and learning, which will in turn strengthen our organisational impact, by:

- leading the development of internal communications and engagement at Fauna & Flora
- ensuring Fauna & Flora employees are better connected, informed and inspired about the work of Fauna & Flora through the effective use of internal communications and engagement techniques;
- fostering a culture of effective internal communications; and
- uniting Fauna & Flora employees in the spirit of 'One Fauna & Flora' by helping to instil and bring Fauna & Flora values, our 2030 strategy and brand to life.

Main Duties:

- Plan and implement internal communications strategies and monitor effectiveness against associated KPIs.
- Take the lead on communicating important announcements, organisational initiatives and updates to staff in a clear and timely manner and making the best use of available communications channels (intranet, email, staff meeting etc).
- Develop new tools, channels, content and guidance for all staff to participate more in internal communications.
- Adopt new techniques for internal communications and engagement appropriate for an international organisation working across different cultures and with multiple languages.
- Network with staff globally to gain an overall picture of work priorities and progress across all programmes and ensure these are evenly represented in our internal communications channels.
- Support teams and departments with rollout of organisational initiatives to facilitate awareness and embedding.
- Support the development of the organisation induction to ensure consistency of messaging to all new staff.
- Represent internal communications on priority projects, initiatives and campaigns and ensure that all internal communications needs are met.
- Support the annual reporting process by sharing essential learning that comes from our projects.

Intranet (Canopy)

- Working closely with the Information and Intranet Manager, generate engaging and topical content including news stories, video updates and other supporting materials for the Fauna & Flora intranet (Canopy) and encourage active use by teams and programs.

Senior Leadership Team, Management Team and Leadership Forum Meetings

- Work with management to develop effective messaging and internal communications tools and processes that empower all staff to share, connect and communicate with each other.
- Disseminate key messages and updates from SLT, MT and LF meetings to keep all staff informed of important decisions and notices.

CEO Office

- Working with the CEO's office, provide opportunities for increased communications flow and delivery of key messages between the CEO and all staff.

Trustees

- Provide Trustees with regular updates from within the organisation and our projects to keep them engaged and informed.
- Contribute to the editing and proof reading of reports and documents, the preparation of content for Council meetings, and the read out from these meetings for the wider organisation, working with the CEO's office and Senior Governance & Risk Manager.

Other

- Attend and help deliver key Fauna & Flora events such as the All-Staff Meetings.

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Ability to develop internal communications channels and tools across multiple languages and cultures • Ability to develop tools and techniques to enable managers and staff throughout the organisation to deliver impactful internal communications • Proven influencing skills at all levels to engage staff, achieve buy-in and delivery of internal communications plans • Excellent written skills, including editing and copywriting • Skills in new media technology, including audio-visual/video content creation • Understanding of what makes a good story and how to use it within internal communications • Competent user of Microsoft Office programmes 	
Knowledge and experience	<ul style="list-style-type: none"> • A degree or vocational qualification in a relevant discipline or equivalent relevant experience • Demonstrable track record of delivering successful internal communications and engagement within a multi-disciplinary organisation • Experience of developing and implementing internal strategies to communicate critical changes effectively and efficiently • Proven experience of developing an internal communications culture within an organisation • Knowledge and experience of new media communications approaches • Experience of communicating complex concepts in an engaging way 	<ul style="list-style-type: none"> • Experience of working within a geographically dispersed organisation with multiple languages and cultures • Experience in the conservation sector and/or experience communicating about conservation • A good understanding of conservation issues • Experience managing communications in hybrid meetings
Behavioural qualities	<ul style="list-style-type: none"> • Demonstrates Fauna & Flora's values • Creative and resourceful • Builds positive personal and organisational relationships • Team oriented • Self-motivated and driven by results • Able to remain calm and professional when under pressure • Strong cultural awareness and international mindset 	

Other		<ul style="list-style-type: none"> • Ability to travel overseas for business on occasion (if required)
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Fauna & Flora Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which Fauna & Flora is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are inclusive, supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to james.richmond@fauna-flora.org

Please mark your application '**Internal Communications Manager**' and indicate in your covering letter where you saw the position advertised.

The closing date for applications is **Wednesday, 29 May 2024**. Interviews are likely to take place during the week commencing **Monday, 10 June 2024**.

Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

No agencies please.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

Fauna & Flora encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, People Adviser, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org

Fauna & Flora values diversity and is committed to equality of opportunity