

INTERNAL COMMUNICATIONS SENIOR MANAGER

Location. UK

Job Purpose and Background:

The Science Based Targets (SBTi) initiative is looking for a **Senior Internal Communications Manager** to **lead our internal communications work**.

As the **SBTi's first Senior Internal Communications Manager**, you'll develop and deliver an impactful internal communications strategy for the SBTi during a period of significant growth and transformation. Working closely with the communications and people & culture teams, you'll provide expert strategic advice to the CEO, executive leadership team, and other colleagues, and use your internal communications expertise to enhance colleague engagement, strengthen organizational culture, and help make the SBTi an even better place to work.

This position will report to the Head of Corporate Communications, with a dotted line to the Head of People & Culture.

This role will play an important part in achieving:

- An SBTi where every colleague feels informed and engaged
- An organizational culture which helps attract and retain the best people and gets the best out of all colleagues
- Alignment between our internal and external communications strategies, as part of the communications leadership team

You are a great fit for this role if you:

- An experienced internal communications professional who wants the opportunity to shape an organization's internal communications from the ground up.
- Want to work in a multi-cultural environment, with colleagues from across the world.
- Believe internal communications is a strategic discipline that can drive organizational transformation.
- Want a role that spans strategy and delivery, and are excited about the opportunity to build an internal communications function from the beginning
- Want to be part of a creative and supportive communications team with a shared goal to 'continually enhance [their] outstanding team culture'

About the SBTi:

The SBTi is a global body enabling businesses to set ambitious emissions reduction targets in line with the latest climate science. It is focused on accelerating companies worldwide to halve emissions before 2030 and achieve net-zero emissions before 2050.

The SBTi defines and promotes best practices in science-based target setting, offers resources and guidance to reduce barriers to adoption, and independently assesses and approves companies' targets.

For more information, please visit www.sciencebasedtargets.org

Key responsibilities include:

- Developing and delivering an impactful internal communications strategy for the SBTi, working closely with communications and people & culture colleagues.
- Working closely with the CEO and his office on CEO communications to colleagues.
- Advising on and implementing ways of increasing engagement with and visibility of the SBTi Board of Trustees.
- Collaborating with the people & culture team on joint strategic projects to enhance colleague engagement and strengthen organizational culture.
- Providing strategic counsel on internal communications matters.
- Contributing to wider communications strategy, planning, and delivery, and supporting the development of other communications colleagues as an integral part of the SBTi communications leadership team.

Essential skills and experience needed:

- Experience in managing internal communications for a large or medium-sized international organization, with strong understanding of employee engagement and change communications
- Experience delivering internal communications for a remote-only or hybrid workforce
- Evidence of developing and delivering impactful internal communications strategies which helped shape organizational culture and deliver change
- Excellent influencing and relationship-building skills
- Strong planning, content development, and project management skills
- Comfortable working with colleagues at all levels, including C-suite and board-level
- Excellent written and oral communication and presentation skills
- Understanding of internal communications strategy, channels and measurement frameworks

Desirable criteria:

- Experience in leading internal communications during a period of rapid growth or transformation
- Experience working in a large charity or NGO
- Experience in delivering English language internal communications to audiences with multiple first languages and from multiple cultures

Important information before you apply:

- This is a full-time role based in the UK.
- This role is a fixed-term contract for 12 months with the possibility of extension.
- This role holds a maximum 6-month probationary period, depending on country legislation.
- Interested candidates should be legally allowed to work in the UK and hold a visa. **The SBTi cannot sponsor working visas.**

What we offer:

- Working in one of the most successful and fastest-growing initiatives driving climate action.
- Exciting and challenging tasks in a dynamic, international, innovative, and highly motivated team.
- Training and development.
- 30 days of time off, plus your country's bank holidays.
- **Salary range:** 55k - 70k pounds per year (gross)

If you are interested, please apply [here](#).

SBTi is an equal opportunity employer - committed to building an inclusive workplace and diverse staff, where all can thrive. We welcome and strongly encourage applications from

candidates of all identities and backgrounds, and do not discriminate based on race, color, religion, gender or gender identity, sexual orientation, national origin, disability, or age.