

## Internal Communications Executive

**Practice group/Internationals Operations team:** Communications and Brand

**Type of Vacancy:** Permanent

**Full time/Part time:** Full-Time

**Location:** London or Birmingham based

**About Eversheds Sutherland:** Eversheds Sutherland represents the combination of two firms with a shared culture, values and commitment to client service excellence. We are each known for our commercial awareness and industry knowledge and for providing innovative and tailored solutions for every client.

As a full service law practice, we act for the public and private sector across the UK, Europe, Middle East, Africa, Asia and the US, with **74 offices** across **35 countries** worldwide, we have become one of the largest law practices in the world and a great place to work and develop your career.

### The role

This is an exciting opportunity to join a PR and Communications team that is highly respected across the legal sector. You will play an integral part in executing our internal communications strategy, drafting and publishing engaging communications to our people across our internal channels. You will bring a highly organised approach and enjoy juggling numerous tasks in a fast-paced environment.

You will have the opportunity to join an experienced and supportive team that encourages continual development. This role will be the ideal second job for someone who is passionate about furthering their career in internal communications.

### Key responsibilities:

The Internal Communications Executive will support the Director of Communications and Brand and the Internal Communications Manager, and the wider Communications and PR team.

- Work closely with the Director of Communications and Brand and Internal Communications Manager to help with the day-to-day drafting, scheduling and delivery of internal communications
- Source stories for the firm's intranet news pages, which demonstrate the firm's strategy in action and support key objectives
- Design engaging visual assets to spec, for use across our internal online and digital signage platforms
- Uphold the principles of meaningful and integrated communications, understand key messages and priorities, and consistency and clarity of message
- Understand the purpose and value of a good internal comms function and be an ambassador of the internal comms 'brand'
- Be sensitive to the needs of different audiences, working across a globally diverse organisation
- Measure the impact of internal communications using key metrics and analytics
- Liaison with lawyers and partners, communications and marketing colleagues in a professional and credible manner
- Developing technical skills to update and manage content across the team's portfolio of applications

### Experience, skills and competencies:

You will be highly motivated, work well under pressure and with excellent accuracy, especially in written communication. As part of the Eversheds Sutherland team, you will bring your "can do" attitude and a flexible approach to a wide variety of tasks.

- 1-3 years communications experience, ideally in a professional services or agency environment
- Excellent all-round communication skills – including first-rate written skills (which will be tested at interview) and take pride in producing engaging copy
- Excellent attention to detail
- Ability to organise own workload, coordinate projects, set priorities, meet deadlines and follow up on tasks with minimal direction
- Confident in dealing with senior stakeholders and suppliers
- Tech-savvy with expert knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint etc)

- Knowledge of Photoshop and CMS systems are an advantage, but more important is the desire to broaden technical digital and video skills
- Strong interpersonal skills to build relationships at all levels of the organisation. You will be confident at giving advice to key stakeholders
- You will need to be robust and solutions-focused using your creativity to ensure our communications channels are engaging and informative

### **Benefits**

In addition to training, a competitive benefits package is offered, including: 26 days annual leave; flexible holiday scheme; subsidised cafe on Eversheds Sutherland sites; subsidised corporate gym membership; pension; and life assurance.

### **Diversity & Inclusion**

At Eversheds Sutherland, we recognise that having diverse talent across our business brings many benefits, and we are committed to accessing a wide range of views and thinking in all that we do. A culture of inclusion, where each person feels able to be their true self at work and reach their full potential is key. We recognise that bringing together the perspectives of individuals of all backgrounds, life experiences, preferences and beliefs is critical if we are to serve our global client base, people and communities as a leading global legal practice.

Should you require any reasonable adjustments to enable participation in the recruitment process, please contact us so that we can discuss how best to assist.

We are open to considering flexible working options for our vacancies. Whilst we are not able to offer flexible working across all of our roles, many of our people work flexibly in some way, and we would encourage you to talk to us about this during the hiring process if you would like to explore further.

We are a LGBT+ inclusive employer and are Stonewall Corporate Champions.