

## **Job Vacancy:** **Internal Communications Lead**

### **About us:**

We've been designing and manufacturing life-saving products for over 25 years, protecting iconic buildings across the globe, and the people that occupy them. Our team members are passionate, driven, and up for a challenge. Our mission is to create a safer, sustainable future.

Advanced Electronics is a wholly owned subsidiary of Halma plc, a FTSE 100 listed company with more than 40 subsidiaries operating globally within the group, successfully growing year on year. Halma is "a market leader in specialist safety, health and environmental technologies". Halma's purpose is "Growing a safer, cleaner, healthier future for everyone, every day"

### **About this role:**

We're currently looking for an Internal Communications Lead to join our small, successful marketing team. In this role, you'll be responsible for creating regular, clear, accurate and engaging communication to achieve strong cross-functional team understanding and business efficiency, as well as to maintaining a high employer brand profile.

The role requires a proactive and creative approach, great organisation and communication skills as well as the ability to work both collaboratively and individually, and to tight deadlines. You will enjoy distilling complex information into clear, compelling copy and be comfortable working across a range of traditional and digital media

The main responsibilities will be:

- Implementation of the annual internal communications plan
- Monthly programme of corporate updates showcasing excellent work, best practice and latest news from across Advanced
- Content creation for the quarterly staff newsletter 'The Star'.
- The creation of film and written content to support employer brand communication, including maintenance and development of the 'Life at Advanced' areas of the Advanced website.
- The creation of film and written content to support internal initiatives (including the launch of new benefits, processes and procedures, promotion of events etc.).
- The effective running of a series of company events across the year.
- The creation of branded materials to support the work of the People and Culture team.
- Support for other aspects of the marketing function, as required.

Please note, this is a hybrid role requiring a minimum of three days per week onsite at our Newcastle office.

**About you:**

To succeed in this role, you will have an inquisitive, creative approach to fostering and delivering communication, be highly collaborative and genuinely enthusiastic about what you do. You will also have a degree-level qualification or equivalent, or proof of significant relevant experience in a similar role where excellent writing and organisational skills were essential. Previous experience in an internal communications role or a position with significant internal communications responsibilities is desirable.

**Job location:**

The Bridges, Balliol Business Park, Newcastle Upon Tyne NE12 8EW

**To Apply**

If you're excited by this opportunity, we'd love to hear from you! Please tell us about yourself by uploading your CV: [https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Internal-Communications-Lead\\_JR25\\_000486-1?q=internal&hiringCompany=75705bdd576d10010b948371c5560000](https://halma.wd3.myworkdayjobs.com/en-US/Halma/job/Advanced-Newcastle/Internal-Communications-Lead_JR25_000486-1?q=internal&hiringCompany=75705bdd576d10010b948371c5560000)