

Internal Communications Executive
Public Engagement Department
Salary up to £27,000 plus attractive benefits

The Royal Academy of Arts is one of the UK's foremost arts institutions, famous for our world-class exhibitions including *The Real Van Gogh*, *David Hockney: A Bigger Picture* and *Sensing Spaces: Architecture Reimagined*. It is a particularly exciting time in our history. As we approach our 250th anniversary in 2018, we are embarking upon a series of major investments that will transform our physical and digital infrastructure and our public offer. An ambitious 'Masterplan' by David Chipperfield RA will redevelop our 2.5 acre campus in Mayfair, uniting our two buildings and providing refurbished galleries, a new learning centre and auditorium and dedicated spaces for our Collections, and enabling greater public visibility of the art school at the heart of the Academy. Accompanying this is an ambitious programme of organisational change that will help ensure that the Royal Academy is at the very top of its game as we embark upon our next 250 years.

We can now offer a unique opportunity for a creative and talented individual to join the team as Internal Communications Executive. The successful candidate will build upon our existing internal communication channels to facilitate effective working, engage employees with the Academy's vision and strategy for the future, and drive the transformation of our culture.

You will be an experienced communicator with two years' experience, ideally as a specialist in internal communications. You will be a first class wordsmith with strong project management, logistical and organisational skills, able to multi-task at speed whilst ensuring nothing is forgotten.

Candidates should have demonstrable experience of turning strategy into effective action and previous exposure to brand, internal culture change and/or employee engagement projects gained either in-house or within a brand/communications agency environment. Well presented, articulate and confident, they will be friendly and approachable and skilled at building effective working relationships with employees and stakeholders at all levels. They must also be able to demonstrate a genuine interest and knowledge of the visual arts and enthusiasm for the work and objectives of the Royal Academy of Arts.

Candidates must complete an application form to be considered for this position. You will find our application form and further details about this position in the **How to Apply** section of the Careers page on our website <http://www.royalacademy.org.uk/careers>

Candidates meeting our criteria will be invited in for interview. If you do not hear from us within 10 days of application, please assume you are unsuccessful on this occasion.

JOB DESCRIPTION

Job title: Internal Communications Executive
Department: Public Engagement Department
Reports to: Head of Communications

Main Objective:

To create and execute internal communication strategies that support a range of business objectives and increase employee engagement. To drive the RA's culture project, ensuring that our vision, values and strategic objectives are effectively communicated to staff and become embedded in actions and behaviours.

Key Duties:

1. Create and distribute to an agreed calendar regular internal communications for the whole Academy such as the weekly RAdar email, and monthly 'team briefing' documents.
2. Plan and oversee the quarterly 'town hall' meetings with senior management and all employees.
3. Organise 'Show and Tell' events bimonthly, deal with all logistics and ensure a range of content and speakers to engage staff and build a sense of 'One RA'.
4. Working closely with the Strategy team and senior management, lead on our 'culture project' to embed new ways of working.
5. Organise and run the staff Ambassadors scheme (meetings every six weeks to tackle challenges and brainstorm new ideas) achieving representation from across the RA. Be the point of contact for external agency support and for the Action Group (drawn from management) as appropriate to ensure the success of the scheme.
6. Ensure that robust internal communications strategies are in place for the Academy's other key change projects.
7. Audit and evaluate all internal communications with a view to continuous improvement.
8. Working closely with the Head of Digital, drive the introduction and adoption of an intranet that improves working practices and internal communications.
9. Work with the Head of Membership on the creation of a regular newsletter for Royal Academicians and support other initiatives to improve communications with RAs.
10. Collaborate with the HR team to support and positively communicate their initiatives to increase and evaluate staff engagement.
11. Lead on strategy to build shared team vision and cohesion within the new Public Engagement department, using the opportunity to pilot initiatives with potential for roll-out to the wider organisation.
12. Adopt a flexible attitude to undertaking any other duty that may be reasonably be allocated by the Head of Communications or other senior manager.

Person Specification

- At least 2 years' internal communications experience
- Graduate or equivalent
- First class English writing skills, a talented wordsmith and communicator

- Exceptionally well organised, strong logistician and project manager. You will need to be a self-starter when it comes to devising and running events
- Demonstrable experience converting strategy into action, ideally with previous exposure to internal change and employee engagement projects
- Excellent interpersonal skills, personable and enthusiastic, to rapidly build strong working relationships with colleagues across the Academy and with external consultants
- Technically literate to maximise tools such as intranet, social media and digital
- Confident and credible with senior management
- Diplomatic and discrete with confidential information and conversations
- Collaborative approach to work