

Internal Communications Manager

Full-time, permanent

London

About us?

SEGRO is a UK Real Estate Investment Trust (REIT) and listed on the London Stock Exchange in the FTSE 100 index.

For over 100 years SEGRO has been creating the space that enables extraordinary things to happen. We invest in high-quality real estate, actively manage our portfolio and sell assets to crystallise attractive returns. We own, manage, and develop light industrial property and modern warehouses with a portfolio comprising 8 million square metres of space (86 million square feet), valued at £18 billion. We are spread strategically across locations in the UK and in Continental Europe.

Our goal is to be the leading owner, manager and developer of industrial properties in Europe and the partner of choice for our customers.

Why work for us?

94% - employees feel engaged (2020 employee survey)

SEGRO is a friendly, vibrant community. We believe SEGRO people are amongst the best in our industry. We have a talented and committed team of employees in the UK and across Continental Europe. Our aim is to continue to attract, develop and retain the best and brightest employees in the industry.

We are proud of our track record in spotting and nurturing talent. Our ambition is to make sure every individual has the opportunity to maximize their potential and their careers with SEGRO.

What are we looking for?

The focus of this new role is to deliver the operational elements of the Internal Communications strategy in the UK and oversee the day-to-day activity both in the UK and across the group.

The role's principal accountabilities will be in;

- Deliver the Internal Communications strategy with the leadership of the Group Internal Communications Manager.
- Manage the Internal Communications timetable to include planned activity aligned to relevant SEGRO internal comms channels, such as our "The Box" (SEGRO's intranet), Friday Noticeboard (weekly email to all colleagues), Employee Briefings etc.
- By regular review, ensure Internal Communications channels are effective and appropriate.
- Manage the governance of all internal communication channels and distribution lists.
- Advise and coach senior managers on best Internal Communications practice.
- Oversee the day-to-day Internal Communications activity that includes the weekly company newsletter and the company intranet.
- Ensure that all content is aligned to agreed communication principles and business priorities.
- Ensure that Internal Communications messages for (non-Exec Comms) are consistent, and aligned with external messages.
- Develop and manage 'self-service' toolkits and channels to enable employee generated content.

- Establish and monitor appropriate metrics to measure outputs and outcomes against the required business objectives.
- Oversee and deliver internal communication events such as webcasts, briefings, seminars and conferences at planned intervals throughout the year.

You will have...

- Previous experience of managing an internal communications role within an in-house or agency environment.
- Excellent writing, editing and proof-reading skills with an ability to story-tell and align content to strategic messaging whilst ensuring content is engaging.
- Is able to prioritise, plan and deliver multiple high-level projects to specific deadlines.
- Has experience of maintaining governance for agreed channels including intranet, global emails, weekly newsletter and 'townhall' style briefings.
- Demonstrable experience in managing conflicting priorities whilst producing high quality work and creating/maintaining relationships.
- Ability to build strong relationships to propose and gather compelling content that aligns to our messaging and strong listening skills to gather relevant credible feedback.

It would also be nice for you to have...

- Has Digital measurement, metrics, and data analysis experience.
- Has experience in change management communications.
- Has strong influencing skills.
- Experience working internationally.

Special job requirements

- Whilst the role will be within SEGRO's usual working policy, there will be times when there is a mandatory requirement to work outside of standard working hours.
- SEGRO has three UK offices as well as offices in seven other mainland European countries. We would expect regular travel within the UK and occasional travel to our offices in mainland Europe.

What we offer...

Competitive package including; 25 days annual leave, private health care, pension, life assurance. As well as an annual medical check-up, a wellbeing programme and an annual charity day of giving.

We provide excellent opportunities for training and development, supporting employees with their career ambitions. We have a range of high-quality education and training on personal and professional skills that enable our people to fulfil their potential.

All employees participate in our annual bonus scheme and have the opportunity to own a stake in the company through share schemes open to everyone.

How to apply:

If you would like to be considered for this role, please send your CV with covering letter detailing your suitability for the role to HR.Recruitment@SEGRO.com

SEGRO is an equal opportunities employer.
No Agencies please.