

Role specification.

Role Title: Communications Manager

Region(s)	Head Office (Manchester Green)
Reports to	Head of Marketing
Contact	hr@assetzcapital.co.uk
Salary	Dependent on experience

Role Purpose

As part of our Marketing team, you will be working for one of the largest peer-to-peer lending platforms in the UK. As our Communications Manager, you'll be our communication "guru", helping share the impact and business performance with all our stakeholders.

In this brand-new role, you'll be responsible for designing, implementing and monitoring a high quality internal and corporate communication strategy. Working closely with the Head of Marketing and other areas of the business, your strategy will include working on exciting projects such as launching a new group website, our first annual report and much more.

You will lead on internal comms and be a key player in raising the Company's external profile.

This is a fantastic opportunity to join our rapidly growing business and help shape the perception of the 'Assetz' brand as we enter the next stage of our growth plans. To be successful in the role you will need to be proactive, creative driven Communications Manager with excellent interpersonal and influencing skills.

Responsibilities

- Work closely with the Marketing and HR teams to execute the internal communication strategy to ensure important business updates and news are communicated in an engaging and timely manner.
- Create and maintain a strong brand identity throughout all communications by following brand guidelines and tone of voice.
- Set out monthly communications plan for internal and corporate audiences which are aligned with business requirements.
- Work with the marketing team to develop new and innovative ways to communicate with our stakeholders through a variety of channels.
- Ensure that our mission and company values are woven into all stakeholder touch points
- Build stronger emotional resonance with our internal and external stakeholders through the communication of our purpose and impact.
- Create engaging and imaginative content for a wide variety of communications channels including social, website, email, print and digital collateral.

- Create and maintain the content for a new Assetz group website
- Create and maintain the content for the Company intranet
- Be the point of contact for all communications requests and enquiries, both internally and externally (in conjunction with our PR agency).
- Play an integral role in establishing our corporate communications and using your experience to drive best practice.
- Have a strong internal network and a constant 'finger on the pulse' with what's going on within the business.
- Co-ordinate and deliver various colleague events and conferences

Skills and knowledge

- Educated to degree level in a marketing or communications related subject
- A minimum of 3 years' experience in an Internal or Corporate Communications role
- Strong content, copywriting and presentation skills
- Outstanding interpersonal and communication skills
- A willingness to apply a journalistic approach to communications by proactively seeking out useful, interesting and impactful information for stakeholders
- Highly organised, with the ability to multi-task.
- Creative and innovative, with the ability to think "outside of the box"
- Excellent attention to detail
- Demonstrable of delivering successful and engaging multi-channel comms plans
- Experience within a fast-growing business or a listed company would be advantageous
- Able to work independently and as part of a team
- The ability to adapt writing style / tone and write for different audiences.

Benefits

- 23 days holiday, rising to 25, plus statutory bank/public holidays
- Birthday Leave
- Pension Scheme
- Healthcare
- Life cover
- Flexible working
- Employee Bonus Pool
- A relaxed and committed environment supported by an enthusiastic team

Main Office

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