

Job Description

Job Title: Internal Communications Officer

Department: Communications

Grade: C

Location: Barbican Centre

Responsible to: Internal Communications Manager

Responsible for: N/A

About Us

The Communications Team devises creative, engaging and strategic campaigns to effectively promote the Barbican's corporate narrative and world-class arts and learning programmes to a wide range of audiences including our people, the media and key stakeholders.

The Barbican needs to grow and change to meet the needs of the next generation of artists, audiences and communities. Through our new creative vision, our exciting plans for the renewal of our iconic building, our sustainability strategy, and our vital work on Equity, Diversity and Inclusion, we will reimagine what the Barbican can be.

Purpose of Post

To support the Barbican's employee engagement and transformation programme objectives by delivering innovative, high-quality, relevant and engaging communications for all those who work on behalf of the Barbican, including employees, casual team members and contractors (collectively, 'staff').

Main Duties & Responsibilities

1. To devise and manage allocated proactive internal communications campaigns and strategies around particular topics or events, and to contribute towards occasional wider communications campaigns alongside the wider Communications and Marketing teams.
2. To write and distribute content including newsletters, briefings, emails and presentations, researching and gathering relevant information and securing sign offs from relevant individuals .
3. To organise and supervise filming and photography, set up photocalls, draw up and store photography contracts, provide photo passes, and manage access, including clearing permission and signage.
4. To process, store and archive photography and video following Barbican photography guidelines, including sourcing, crediting, captioning, and distribution of photos and video footage as required, together with other requested information.
5. To organise and run staff events such as 'Town Hall' meetings and others; and support the wider Comms team with other events such as launches and receptions.

6. To contribute to the running of the Barbican Communications team's wider communications activities, sharing relevant updates and information
7. To collaborate with the Barbican's artform, commercial, development, renewal, and marketing teams to ensure internal communications campaigns align with organisational priorities.
8. To proactively form and build good relationships with people at all levels of the Barbican, as well as other stakeholders.
9. To take active interest in the culture sector in general, regularly researching, gathering, and sharing information and industry-related news with the Communications team, and wider teams as appropriate.
10. Follow effective evaluation systems and ensure that insights from evaluation are used to continuously improve strategies, plans, and activities.
11. To support the Internal Communications Manager in maintaining the department's budget accurate and up to date, including planning and logging in campaign expenses and liaising with Assistant to ensure that records are kept up to date.
12. To maintain and update the contacts databases, regularly revising lists, updating contacts in a timely fashion.
13. Communicate regularly with the Arts and Participation Communications team, sharing relevant updates and ideas.
14. To maintain a good working relationship with the Barbican's resident and Associate companies, as well as service delivery partners, including involving them in appropriate internal communications activities.
15. To represent the communications team in internal and (occasionally) external meetings, taking notes and feeding information back to the Communications Manager, and others as appropriate.
16. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
17. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
18. To undertake any other duties as required across the wider communications team that may reasonably be requested appropriate to the grade.

Person Specification

Job Title: Internal Communications Officer

Department: Communications

Grade: C

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Experience Required

1. Demonstrable experience gained within Communications, with a clear understanding of internal communications (A, I)
2. Experience of teamwork (A, I)
3. Experience developing and executing communications campaigns (A, I)
4. Demonstrable experience of using diplomacy and tact in order to communicate with artists, colleagues and stakeholders (A, I)
5. Demonstrable experience developing internal communications campaigns and generating employee engagement (A, I)
6. Experience guiding and mentoring junior team members in tasks and projects (A, I)

Technical Skills & Knowledge

1. Demonstrable interest and specialist knowledge in internal communications (A)
2. Strong administrative skills – ability to uphold and implement administrative systems, run an office smoothly with attention to detail (A, I)
3. Excellent copywriting and proof-reading to be used for producing high quality written materials including writing newsletters, intranet copy, briefing notes and other documents (A, I)
4. Excellent verbal communication skills for presenting and briefing senior leaders (A, I)
5. Evidence of internal communications delivery for past projects (A, I)
6. Ability to research and work independently (A)
7. Strong computer and database skills (A, I)
8. Diplomacy and good presentation skills (A, I)
9. Ability to work under pressure (A)
10. Ability to think strategically to devise creative communications campaigns (A)
11. Flexibility and ability to multitask, adept at working across multiple campaigns, capable of swiftly adjusting to changing priorities while efficiently managing their time. (A)
12. Self-starter and motivated: shows initiative and creativity and is solution oriented, thinking outside the box to resolve issues. (A, I)

Other Relevant Information

1. Full time 35 hours per week, Monday to Friday with some evening and weekend working as part of this role.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £35,740 to £39,540 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

Employee Volunteering Programme

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

barbican

We are London's
Creative Catalyst
for arts, curiosity
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

barbican.org.uk/values

