

Job description

Job title:	Internal Communications and Events Manager
Responsible to:	Head of Internal Communications
Location:	163 Eversholt St, London NW1 1BU - move to Education City 2025
Hours of work:	37 hours per week, 52 weeks per year
Salary:	£40,000 - £50,000

Overview of the role:

Lift Schools is made up of 57 primary, secondary and special schools, educating more than 33,000 pupils across the country. We believe education can transform lives – and we want every child in our schools to achieve their full potential.

Our mission:

- We will provide an excellent education to every child, in every classroom, every day.
- With excellent leadership and teaching in every school, we will help children go on to lead successful and happy lives.
- We will work with others beyond our network to benefit more children and communities.

The Internal Communications and Events Manager plays a pivotal role in our central team by:

- ensuring the right communication reaches people at the right time to keep them informed and help everyone at Lift Schools achieve our mission.
- delivering a world-class and sector-leading portfolio of annual events.

Reporting to the Head of Internal Communications, the Internal Communications and Events Manager will be responsible for the strategic planning, management, and delivery of key communications and events that align with Lift Schools’ ambitions.

Responsibilities:

Internal communications:

- Deliver high-quality communications to ensure that principals, regional education directors (REDs), and staff feel valued, informed, and aligned with Lift Schools’ mission.
- Use a mix of channels, including newsletters, the intranet, and central team briefings to engage staff with Lift Schools’ vision, strategy, and core operations.
- Draft CEO communications, including termly welcome messages and introduction to principal newsletters.

Event planning and delivery:

- Oversee the planning, coordination, and seamless execution of high profile internal events, including principal conferences and other high-profile events across Lift Schools, setting new benchmarks for excellence and engagement within the sector.
- Manage all logistics for events, including venue identification and booking, hotel arrangements, catering, resources, and IT/AV requirements to ensure exceptional event experiences.

- Approach and book external speakers and presenters, while managing internal stakeholder communications leading up to events.
- Ensure all events are branded to Lift Schools' high standards, reflecting our mission and commitment to excellence.

Project and relationship management:

- Oversee project management of events and communication initiatives, ensuring the effective allocation of staff, clear timelines, and adherence to budgets.
- Build and maintain strong relationships with internal and external colleagues, including senior leadership and external partners, ensuring collaboration and clear communication.

Culture and engagement:

- Design and lead initiatives to strengthen Lift's culture, including a culture of recognition and social activities.
- Support the leadership team in developing effective internal communication strategies to maintain engagement and alignment across all teams.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties, and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/trust following consultation with the job holder. It will be reviewed periodically.
3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others, and to appropriately report hazards, illnesses, or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our colleagues and volunteers to share this commitment. We adopt a strong, fair, and consistent recruitment process which is in line with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, equity, diversity and inclusion:

At Lift Schools, we want all of our colleagues to feel included bringing their passion, creativity, and individuality to work. We value all cultures, backgrounds, and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience

Essential

- Educated to degree standard or equivalent experience
- Proven experience in managing large-scale events and conferences from inception to completion.
- Communications experience, managing a range of channels for internal communications in a large organisation.
- Strong understanding of event logistics, including venue selection, speaker coordination, and budget management.
- Experience writing internal communications content, aligning messaging with organisational goals.
- Experience in developing best practice event delivery and supporting other teams with communications strategy.

Desirable

- Experience working in schools, in the education sector or a similar environment.

Knowledge and skills

Essential

- Exceptional project management skills, capable of handling multiple events and communications projects simultaneously.
- Excellent writing and communication abilities, with strong attention to detail.
- Strong interpersonal skills with the ability to engage and influence at all levels, from senior leadership to school staff.
- High attention to detail and a commitment to delivering quality in both events and communications.
- Ability to think creatively and innovate in both communications and event delivery.

Desirable

- Proficient in using Google Sheets or Excel for data tracking, analysis, and reporting.
- Familiarity with Mailchimp for creating, managing, and analysing email campaigns.

Personal attributes and behaviours

Essential

- Proactive, collaborative, and able to work independently.
- Completer-finisher mindset, ensuring tasks are followed through to completion.
- Flexibility and resilience to adapt to change.
- Demonstrates a strong commitment to Lift Schools' values and mission.
- Ability to work under pressure and meet tight deadlines.

Desirable

- Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are:
 - Share ideas early, often, and honestly
 - Embrace constructive disagreement
 - Value ideas, not ego
 - Be curious and open to new ideas
 - Focus on facts and reason

Special requirements

- Successful candidates will be subject to an enhanced Disclosure and Barring Service Check.
- Right to work in the UK.
- Evidence of a commitment to promoting the welfare and safeguarding of children and young people.
- Show commitment and a forward-thinking approach to drive forward equality, equity, diversity, and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.