



Job Title: Internal Communications Manager
Reports to: Head of Communications (UK + EMEA)
Team/Department: Communications
Brand: Publicis Groupe UK

About Publicis Groupe:

Publicis Groupe is a business and marketing transformation partner to the world's biggest brands with 105,000 employees in 100 countries around the world. Publicis Groupe is the world's most valuable agency group with a market capitalisation of €25bn, on a mission to become an intelligent system company over the next three years with an ambitious AI strategy. The UK is the company's second largest market with more than 5,000 employees across 25 agencies and capabilities including Saatchi & Saatchi, BBH, Leo Burnett, Zenith and Starcom with three main offices in Chancery Lane (Holborn), Television Centre (White City) and Turnmills (Farringdon). A new regional structure was established in September 2022 with EMEA representing a fast-growing part of the global business.

About the comms team

In the UK, we are an in-house team of 12 comms thinkers and practitioners, whose job it is to build the reputation of Publicis Groupe UK's capabilities and agencies. We have close ties to the global communications team and specialist teams from other areas of the business so there is a good network of communications professionals and plenty of opportunities to learn and grow within the team. We run specialist training and have access to the whole suite of Publicis Groupe UK training programmes. We run surgeries and regular sessions to help upskill the team and share expertise.

Job Role:

We're looking for an internal communications manager to cover a sabbatical. This individual will help plan and deliver engaging internal communications for Publicis Groupe UK. You will play a central day-to-day role in connecting the different areas of our business, working closely with our talent team to share our initiatives, news and events, and bringing them to life for our 5,000 employees through a variety of internal communications. You will have experience as a communicator, ideally with a journalistic or copywriting background with a track record of delivering communications to engage your audiences. You are highly organised, used to working in an ever-changing and fast-paced environment, always looking to improve systems and find new ways to do things, have strong attention to detail and enjoy working as part of a team of a wider communications team. You will need to be comfortable and confident dealing with senior stakeholders.

Key responsibilities:

- Manage our internal communications strategy, proactively driving internal campaigns and initiatives.
- Write copy and work with a variety of stakeholders to produce our regular internal newsletters.
- Produce content and update the UK pages on our AI content platform, Marcel.
- Work with a variety of stakeholders to maintain databases and materials needed for internal communications.



- Align all our internal communications with our business messages and regularly update our internal issues book.
- Organise twice yearly online business updates for 5,000 employees, overseeing the set-up and the agenda and content.
- Manage our internal communications cascade process.
- Work with the head of communications to enhance systems to relay urgent news.
- Act as a connector within the business, building close working relationships with stakeholders across all disciplines and agencies.
- Work with the communications executive to manage our content calendar, ensuring it is always up-to-date.

Essential experience:

- You are a journalist, copywriter or communications professional.
- You're a great communicator and collaborator.
- Excellent writing, editing and proofreading skills, including the ability to source and craft stories from a range of sources and stakeholders.
- Be familiar with using a variety of content management systems.
- You are clear, direct, and understand how to adapt communications both written and verbal depending on your audience.
- Organised and scrupulous about meeting deadlines.
- Able to develop rapport, trust and great working relationships with all colleagues in a complex work environment.
- Engaging, positive with an infectious enthusiasm, someone that people naturally gravitate to, want to be around and work with.
- Flexible, at home in a fast-paced environment with the ability to think on your feet, work in an agile manner and adapt to changing requests.

Publicis Groupe UK is committed to equal access to opportunity for people regardless of race, age, sex, disability, neurodiversity, sexual orientation, gender identity or religion. We will provide reasonable adjustments for disabled candidates during the recruitment process. If you need assistance or adjustment due to a disability, please discuss this with the recruiter.