

NATIONAL GALLERIES OF SCOTLAND

**PUBLIC ENGAGEMENT**

**INTERNAL COMMUNICATIONS OFFICER**

Full Time, Fixed Term for 6 months (03/10/22 to 31/03/23)

Salary £25,350 - £27,687 (Band 6)

Hybrid

**THE ROLE**

You will help engage our colleagues with our new brand, recently refreshed strategy, and evolving ways of working through creative and inclusive internal communications and internal engagement activities. You will play a key part in keeping our colleagues connected with one another and with our organisational purpose, and in supporting an open and collaborative working environment.

We have just under 400 employees with a wide variety of roles, working patterns, skills, and experience. Around half our team works in visitor-facing roles, welcoming people into our galleries and shops. Others spend their time mainly behind the scenes, whether that’s directly working with our collection or delivering operational activities that keep us running smoothly and moving forward.

We're looking for a proactive, imaginative, and skilled communicator who can help ensure our internal communications deliver real value for all our people and for our organisation. Your duties will involve:

* Working with the Internal Engagement Manager to design and pilot new or improved two-way channels for engaging with our visitor-facing colleagues in a way that works for them and their roles.
* Organising, writing, and helping to deliver an established suite of regular internal communications, including manager briefing notes, email news digests, leadership video messages, written and video-based intranet content.
* Organising and running some editions of our monthly online all-colleague briefings, including facilitating a question-and-answer style discussion, with training and support from the Internal Engagement Manager.
* Supporting creation and delivery of colleague engagement activities, events, and materials, in digital, print and/or face-to-face formats, with a focus on bringing our new brand to life internally and implementing new internal templates as we build to the external launch.
* Liaising with internal stakeholders on internal communications and engagement plans and content, including senior leaders.
* Writing, creating, and distributing internal communications on major projects or operational developments in collaboration with key departments, such as HR.
* Supporting consistency across all internal communications activities by providing advice to colleagues on our brand guidelines and coordinating a calendar of internal activities across the organisation.
* Supporting the wider Marketing and Communications team as required.

**KNOWLEDGE, SKILLS, AND EXPERIENCE**

The following range of knowledge, skills and experience are required.

**Essential**

* Demonstrable experience of working in a communications environment
* Ability to build relationships with colleagues, understand their needs and use these to inform communications approaches
* Experience of devising and delivering creative and engaging communication ideas
* Ability to write engaging copy
* Excellent communication and interpersonal skills
* Ability to work on own initiative, manage own time and solve problems

**Desirable**

* Educated to degree level or equivalent
* Experience of delivering internal communications and employee engagement activities
* Familiarity with the museums and galleries sector
* Video editing and production skills
* Experience of working on a rebranding project
* Event organisation experience

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**ABOUT US**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections of art, which ranges from the Middle Ages to the present day. Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art, and the Scottish National Portrait Gallery.

The National Galleries of Scotland aims to preserve, display, and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision. Inclusive, original, and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

We are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity, and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

**SUMMARY TERMS AND CONDITIONS**

Salary £25,350 - £27,687 per annum

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

Hours 37 hours per week

Annual Leave 25 days per annum and 11.5 public and privilege holidays

Pension Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

**The closing date for completed applications is Sunday, 31 July 2022**

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

*National Galleries of Scotland is a charity registered in Scotland (No. SC003728)*

