

## Job description – Internal Communications Manager

Reports to: Head of Communications

Based: London

Employment: Permanent

Job purpose: The Internal Communications Manager will work as part of the IFRS Foundation's communications and external affairs team, and will be responsible for developing and implementing the organisation's overall internal communications strategy. The aim of this work is to use communication to help create an inclusive environment of shared understanding, making colleagues feel informed and connected with the work of the organisation and its mission.

### The organisation

The IFRS Foundation is a not-for-profit organisation established to develop—in the public interest—high-quality, understandable, enforceable and globally accepted standards for general purpose financial reporting and to promote and facilitate their adoption.

The standards—IFRS® Accounting Standards and IFRS® Sustainability Disclosure Standards—are set by the Foundation's standard-setting bodies, the International Accounting Standards Board (IASB) and the newly formed International Sustainability Standards Board (ISSB). IFRS Accounting Standards are required in more than 140 jurisdictions.

The two boards are overseen by the IFRS Foundation Trustees, who in turn are accountable to a Monitoring Board of public authorities.

In November 2021, the Trustees announced the creation of the ISSB and the consolidation of the Climate Disclosure Standards Board (CDSB) and the Value Reporting Foundation (VRF) into the Foundation. The addition of the new board will take the Foundation from a 'one board/two locations' organisation to a 'two boards/several locations' organisation (with offices across multiple time zones) and significantly increase the overall headcount giving rise to a dedicated internal communications role.

### The team

The communications and external affairs team is responsible for the IFRS Foundation's internal/external communications and stakeholder engagement strategy. The team works with internal and external stakeholders to develop and execute plans, deliver projects, and build and maintain important relationships. The team is also responsible for the Foundation's website and social media channels, and for ensuring the Foundation's brand is protected and maintained.

### The role – responsibilities

ISSB/consolidation comms

- Work with the *comprehensive change programme* owners to plan and deliver internal communication initiatives that foster organisational knowledge sharing and understanding
- Facilitate cross-organisational engagement to promote learning about the roles, responsibilities and working practices of different teams
- Work closely with the HR team, social committee and other colleagues to support the culture work stream within the change programme to form a unified organisation, embed culture, shared brand values and help the organisation speak with a common voice

Internal comms function for the larger organisation

- Develop the Foundation's internal communication and engagement strategy, ensuring the organisation's mission, values, initiatives and people news are communicated in a regular, considered, effective and engaging way

- Manage and create engaging content for the internal communications channels (intranet, email, in-person events, virtual events etc) and regularly evaluate the efficiency of the channels used, making continuous improvements
- Manage the planning and delivery of both virtual and in-person all-staff events, town halls and regional events
- Ensure that staff across all offices are actively engaged and feel included in the organisation's work, embedding organisational culture, shared brand values and help the organisation speak with a common voice
- Build feedback mechanisms into the internal communications strategy to facilitate staff feedback – use input to further evolve strategy
- Ensure internal communications is considered and handled in a sensitive and timely fashion linked to key external announcements
- Provide clear and effective communication in response to crisis or emergency situations to reassure and guide staff

Key stakeholders: staff across all office locations, technical leadership team, operations leadership team, IASB, ISSB, human resources, change project team.

Specific duties will vary from time to time in line with organisational needs.

### **Experience**

- Relevant experience in an internal communications role, ideally in-house, working with colleagues in multiple locations and across time zones
- Proven ability to build effective relationships with a wide range of internal audiences
- Change management experience, ideally prior experience working on internal business combination/merger communications
- Understanding of various channels of internal communication in a hybrid environment, including with managing an intranet
- Excellent Microsoft Office skills, particularly Word and PowerPoint
- Experience, including drafting and publishing of written and audio-visual content
- Strong project management skills

### **Skills and attributes**

- A strategic and creative thinker with strong story-telling skills
- Excellent English written and oral communication skills, including the ability to write clearly and succinctly
- High level of attention to detail
- The ability to listen to and interact confidently with others
- Strong team ethic—diplomatic team-player who can establish positive relationships and work effectively and collaboratively with individuals across the organisation and at all levels
- Excellent organisation skills; ability to effectively plan and manage work, respond to conflicting demands on an urgent and ad-hoc basis and prioritise workload appropriately
- Proactive problem-solver who can demonstrate initiative and make decisions autonomously, whilst remaining alert to the need to consult and update others as appropriate
- Positive and flexible attitude; high degree of integrity and professionalism; ability to remain composed under pressure