



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Global Corporate Communications Coordinator</b>
<b>Business Unit / Group Function</b>	Central Services
<b>BU Team / Sub-Function</b>	Corporate Communications
<b>Location</b>	SBP
<b>Team Leader</b>	Head of Global Corporate Communications
<b>Team Members</b>	N/A
<b>Job Level</b>	5
<b>Role Purpose</b>  To provide professional administrative support to Head of Global Corporate Communications and support the coordination of communications activities across the wider team.	
<b>Business wide communications</b> <ul style="list-style-type: none"><li>• Coordinate and control global lists, ensuring these are kept up to date and accurate.</li><li>• Support the Global Corporate Communications team in all communications, both internal and external, by preparing written materials and agenda items, taking minutes and following up on action items where required.</li><li>• Support the delivery of the communications of internal/external events and meetings/conferences including Roadshows, family days, Long Service awards, StandFast awards.</li><li>• Attend photography or filming sessions and provide ad hoc support to ensure sessions run effectively.</li><li>• Support the ongoing development of content for the intranet portal, ensure relevant corporate communications content is shared and kept up to date.</li><li>• Organise, categorise and label images and video as well as GDPR consent forms ensuring the Company's assets are protected and compliant.</li><li>• Support the Communications Specialists with the global cascade of announcements, aligned with the established ways of working.</li><li>• Support as needed on key events on the GCC calendar including Roadshows and Leadership Conference, the collation of the Team Briefing and cascade plan.</li><li>• Deliver the bottle drop project, incorporating learnings including assigned accountability and responsibilities of key teams to ensure slick delivery.</li><li>• Learn updates on software packages to strengthen the team's use of key platforms, e.g. Zoom and SharePoint.</li></ul>	
<b>Leadership communications</b> <ul style="list-style-type: none"><li>• Support the organisation and logistics for the monthly Leadership Calls and quarterly Business Update Calls following the established ways of working, aligning Executive Board diaries through the Business Support Team.</li></ul>	
<b>External focus</b> <ul style="list-style-type: none"><li>• Update and consolidate the Crisis and Issues log ensuring the list is kept up to date and accurate with all crisis communications that the Global Corporate Communications team supports with. Work with the Global Corporate Communications Manager to develop the crisis communications log to be shared with the Executive Board quarterly.</li></ul>	



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- Support the Global Corporate Communications Manager during live issues or crises by capturing actions during project calls, drafting communications materials as required and summarising press coverage.
- Coordinate a schedule of training to enable and empower colleagues on issues and crisis management to increase company-wide capability.
- Working with the Communications Specialists, draft and update LinkedIn, Glassdoor and Wikipedia as required with company information, highlighting activity, figures and stats to the team.
- Manage and approve access for third party organisations to the Digital Asset Management system.

### **Team support**

- Monitor and respond to any enquiries that come through to the contact us and global corporate communications mailbox, direct to the appropriate business representative as required.
- Manage daily diary of appointments/meetings for the Head of Corporate Communications and support to the Communications team including arranging telephone and video conferences and organising catering to ensure the smooth management of the team.
- Aligned to the established ways of working, circulate planned press releases to the relevant contacts within the Company.
- Organise all domestic and international travel arrangements for the Head of Corporate Communications and Communications team taking into account budgets and individual preferences whilst having all relevant documentation prepared to ensure accurate and timely information is available.
- Management of budgets, processing of expenses and invoice submissions whilst assisting in team budgets to ensure accurate, up to date records are available at all times.
- Ensure that the Global Corporate Communications team files are organised, documents are saved in the relevant folder and monitor version control. Keep team calendar updated with relevant information.

### **Building capability**

- Demonstrate behaviours in line with our diversity and inclusion aim, which is to create and promote a diverse and inclusive culture at WG&S where ideas, differences and views are respected and where all employees are encouraged to create their own personal legacy.

<b>Created by:</b>	Claire Evans
<b>Creation Date:</b>	March 2019
<b>HRBP:</b>	Kirsty Morris
<b>Date of last revision:</b>	30/09/2022