



Job Title	Global Corporate Communications Specialist
Job Level	4A
Location	SBP
Business Unit	Central Services
Function	Global Corporate Communications
Leader	Head of Global Corporate Communications
People Leadership	N/A
Role Purpose	
<p>Celebrate and protect the Company’s culture internally and externally through clear and concise communications, building and running best-in-class communication channels, storytelling, training key audience groups and engaging with all employees.</p>	
Responsibilities	
<p>Business wide communications</p> <ul style="list-style-type: none"> • Deliver clear, concise and consistent written communications to help colleagues understand and support the business, our values, current issues, business priorities and key projects. This includes the William Grant Way and complex HR communications on issues such as pay and bonus and Return to Offices. • Lead the team’s work on clear written communications across all functions, including developing a global writing style guide and an achievable programme of Plain English training. • Work closely with other GCC team members to develop, deliver and continually improve the monthly Team Briefing and co-ordinate approvals through the Executive Board. Recommend how to improve the channel twice and year after employee feedback and ask the Executive Board to approve. • Co-ordinate the team’s work on the <i>fetch</i> replacement project to deliver a world-class, inclusive and well used global intranet. Responsibilities include reporting to the project Steering Group, developing the wireframe, content strategy and style and tone and ensuring the project is delivered in time and to budget. • Project manage <i>Spirit</i>, the Company’s global employee magazine from start to finish. This includes developing and getting the editorial schedule approved, commissioning photography, copywriting and print, ensuring the magazine complies with GDPR and is delivered on time and within budget to global sites or colleagues’ homes. • Celebrate the Company’s unique culture through storytelling on internal and external communications channels such as <i>fetch</i>, LinkedIn, the corporate website and <i>Spirit</i> magazine. • Support the Head of Communications and Global Corporate Communications Managers as required on projects. <p>Leadership communications</p> <ul style="list-style-type: none"> • Drafting and ensuring scripts are approved for leadership calls, for example for the Chief People Officer or on specific campaigns. • Supporting the wider team on creating content when required, for example for Leadership Calls, Business Update calls or Roadshows. Creating and delivering cascade plans to ensure all colleagues get the right information at the right time. 	