



Project Communications Specialist

Lifepplus manufactures and distributes high quality nutritional supplements direct to customers and generates new sales through referral by its independent associates. Those Associates in turn receive a commission or bonus for the volume of business they generate based on a layered commission structure.

We are an established and successful international business with great ambition and a team of enthusiastic people who are all dedicated to moving the business forward. Lifepplus Europe, as the name suggests, specifically supports customers throughout Europe and delivers our products direct to consumers throughout the region.

Lifepplus has an ambitious delivery portfolio across all Functions including Contact Centre, Logistics, Marketing and Finance. The majority of projects in the portfolio are technology projects and the priority project for Lifepplus for 2017 is the delivery of an Enterprise Resource Planning (ERP) solution. This role will be assigned to the ERP project as a priority but will be expected to provide Communication support across the portfolio.

The Communications Executive will support the project management team to create, administer and organise all project communication activities in cooperation with and under the direction of the Head of PMO, aiming at excellence in communication.

The role will include but is not limited to

Responsibilities

- In conjunction with senior managers, develop the internal communications strategy for each project that covers the complete delivery life cycle, which identifies and addresses the key communication challenges.
- Create engaging and informative content and messages to convey project progress and updates.
- Ensure assigned projects are successfully communicated to employees and stakeholders.
- Ensure internal communications messages are consistent across all mediums and for different Functions across the organisation.
- Develop clear plans to manage and implement project communications.
- Ensure that the project communication strategy for projects are always aligned with the scope and implementation of the projects.
- Act as communications consultant to support successful delivery of all PMO projects
- Delivery of project communications to stakeholders including presentations at team meetings
Assist Project Managers in project status updates, presentation to senior management and all project communications.
- Ensure that created communications collateral is reviewed and signed off appropriately and transparently.
- Align with colleagues in the HR and Marketing team to ensure that all communications are aligned to the Lifepplus brand, values and tone of voice
- Select and use tools, templates and methodology to create communications materials for end users.

- Develop positive relationships across the PMO and project teams to ensure communication is open and transparent.
- Be an ambassador for the PMO; reflecting the Lifeplus values in everything you do.
- Ensure PMO standards and guidelines are being followed.

Key Attributes & Experience

- The role requires a high standard of verbal and written communication skills and the ability to deliver high quality presentation materials.
- Proven track record of developing and implementing internal communications strategies within growing organisations (SMEs).
- Excellent writing skills with the ability to tailor information for diverse audiences.
- Experience of supporting global technology implementation projects.
- Comfortable with ambiguity and frequent change.
- Able to use standard Microsoft office suite (Excel, word, PowerPoint) for creation of communication collateral.
- Positive outlook with a can-do attitude.
- Ability to work collaboratively across all areas within the team.
- Always looking for opportunities for improvement.
- Willingness to adapt and learn.
- Able to work under pressure with a flexible approach.
- Attention to detail.
- High level of emotional intelligence
- Able to work on own initiative, prioritising tasks and managing time appropriately.
- Good understanding of business change.
- Strong influencing skills across a wide range of stakeholders at various levels in the organisation.
- Experience managing stakeholders at all levels within the business.

Qualifications

Desirable:

- A BA in a relevant subject (journalism, communications, public relations or marketing).
- Professional qualifications (Chartered Institute of Public Relations or the Chartered Institute of Marketing can be helpful)

Working Hours:

Monday to Friday 37.5hrs per week

The responsibilities and attributes listed above is indicative it is not exhaustive and is not designed to limit or inhibit the way we work or how the role develops. This is intended to be a fluid document and indicates how we currently see the role.

- Please note: The successful applicant will be required to undertake a criminal record check.
- Please advise us in advance if you have any special requirements if you are asked to attend an interview.