

Job Title – Assistant Manager, Communications (12-month contract)**Job ID – 166****Division – Corporate Communications****Location – London****Role Definition**

Reporting to Group Corporate Communications Manager, the Corporate the Assistant Manager, Communications will support the delivery of clear, well-planned, audience-focused and effective communications for the Group's 25th anniversary, including planning and implementation of engagement activities with all Hyperion Insurance Group employees across all business lines. With at least three years' experience in designing and delivering engaging, high impact communications programs, the successful candidate will be comfortable identifying and prioritising communications needs and will be responsible for the implementation of communication plans, from understanding stakeholder requirements through to writing content, conducting interviews with key stakeholders across the Group for sharing with internal and external audiences, and presenting information needed to celebrate the Group's milestone. In particular, we are looking to produce a high-end coffee table book on the Group's history and major accomplishments, weaving throughout the theme of entrepreneurialism that is at the heart of the Group.

Key Responsibilities / Accountabilities

- Delivery of timely, well-coordinated, accurate and engaging communications plans and activities
- High quality written communications
- Appropriate and creative use of available communication channels
- High quality of advice and technical expertise
- High-quality service and professionalism
- Positive feedback from internal clients
- Clear measures of communications activity producing positive outcomes (engagement and understanding)

Skills and abilities needed to perform role

- Excellent verbal and written communication skills with the ability to communicate information clearly and succinctly across diverse audiences
- Strong research and networking skills
- Listening and influencing skills
- Strong reasoning capabilities – creative and lateral thinking, combined with good problem solving skills
- The ability to build relationships and empathise with people at all levels of the organisation
- Highly organised with excellent project management skills and the ability to manage and prioritise multiple projects

Knowledge and Experience

- Project management skills
- Past experience in financial services helpful but not essential

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

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