



Transformation team

Team member: Change Communications

Outline:

- Committed to driving forward the Skills for Life Strategy, you'll be a key part of the Transformation team, helping to plan for and deliver change locally across Cambridgeshire.

Responsible to:

- Transformation Lead

Term of appointment:

- Initially for the period until 31 March 2025

Personal qualities

- Open, transparent and engaging –willing to listen and an excellent communicator
- Creative, with a positive outlook –forward thinking and confident

Desirable experience

- Professional experience or qualification in a communications or marketing role
- Knowledge of change management principles and how to effectively communicate change
- A communications expert with experience of developing & implementing communications plans in a complex, multi-stakeholder environment

Time commitment:

- 3 hours a week, on average, with peaks at certain points of the change journey
- 4 to 6 weekends a year-planning and engagement events

Key tasks:

- To draft and deliver a change communications strategy for Cambridgeshire
- Producing content across a range of tactics –not limited to social media, e-newsletters and face-to-face engagements events –in a timely and appropriate fashion
- Be responsible for a single source of truth within the change programme
- Mapping of key messages for targeted audiences/personas at various stages of the transformation
- Being an active team member, promoting and supporting the forthcoming changes positively

- Other tasks as agreed with the Transformation Lead

Role requirements:

- This is a volunteer role
- To complete Getting Started training within the first five months, including: Safety, Safeguarding, GDPR and essential information modules
- This role can be either a primary or shared role in Scouting for the role holder.