

Internal Communications Executive

Reporting to: Group Head of Marketing
Team: Marketing
Location: Sidcup/London/Hybrid



Join our team

At Frankham Group, we are on an exciting journey. As we scale to become a Top 25 UK built environment consultancy, we are launching a new corporate growth plan and a transformative People Strategy. To support this ambition, our Marketing team is expanding.

Internal communications at Frankham is about much more than sharing information, it is about building understanding, strengthening our culture, and helping our colleagues feel part of something meaningful. We are looking for a hands-on, creative Internal Communications Executive to bring our new People Strategy to life, keeping our teams informed, connected, and aligned with our priorities.

This role is ideal for a strong writer who can translate complex business updates into clear, engaging content and who is passionate about showcasing Frankham as an employer of choice.

Who we are

We are a leading multidisciplinary infrastructure and built environment consultancy.

Our vision and purpose is to shape a safer and better built environment – **trusted** by those we serve, **valued** by the communities we touch, and a place where great **people** thrive.

Reflecting our commitment to being a best-in-class employer, we have proudly held the Investors in People accreditation since 2011 and currently hold IIP Gold status.

Your career at Frankham

People are at the heart of everything we do.

Our commitment is simple: to provide a great place to work and to help you achieve your personal and professional career goals.

Working with us means you will

- maximise your development.
- be part of a community.
- work with exceptional people.
- have a healthy work-life balance.

The values we commit to

People. Partner. Purpose.



Putting People First

We support, respect, and empower each other, because when our people thrive, everything else follows.



Trusted Partner

We honour our commitments, communicate openly, and bring expertise, challenge and care to everything we do.



Driven by Purpose

We create safe, better and more inclusive environments for clients, communities, and the places we help shape.

Your Job Description

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Your key responsibilities

Content & Delivery

- Producing communications plans and content that helps our colleagues understand key updates, decisions and priorities.
- Draft, edit, and publish engaging internal communications, including intranet articles, group updates, and the internal newsletter.
- Translate complex business information and group strategies into clear, concise, and accessible content. Adapt tone and style to suit different messages, audiences, and communication channels.
- Support the day-to-day management of internal communication channels, ensuring the intranet remains a trusted, accurate, and engaging source of information.
- Assist with the production and distribution of internal multimedia, including graphics, screens, and presentations.

Employer Brand & People Strategy

- Act as the communications champion for the new People Strategy, helping to embed our values across the business.
- Support recruitment marketing initiatives, crafting compelling narratives to attract top talent.
- Work alongside the Group Social Value Manager to capture and promote stories of our community impact, supporting our Employer Brand both internally and externally.

Planning, Campaigns & Engagement

- Support the management of the internal communications calendar, ensuring timely delivery of all group initiatives.
- Collaborate with HR, leadership, and regional teams to gather content, stories, and updates from across the business.
- Administer staff surveys, track eNPS, and continuously contribute ideas for improving colleague engagement and enhancing how we communicate as we grow.

About you

- You will have a proactive approach and be willing to learn.
- Able to work on your own initiative.
- Ability to engage with teams at all levels.
- Able to build strong relationships and collaborate naturally across teams.
- A creative mindset with a genuine interest in employee engagement, culture-building, and storytelling.

Your Job Description

Your skills and experience

Essential

- 3-5 years' experience in communications, marketing or business development.
- Strong writing, editing, and proofreading skills, with an eye for clear and engaging content.
- Strong organisational skills with the ability to manage multiple priorities and deadlines.
- High attention to detail and accuracy in documentation and reporting.

Desirable

- Experience working with intranet platforms.
- Experience using design tools, such as Canva and Adobe Creative Cloud, to create simple visual assets.
- An understanding of the built environment, construction, or professional services sectors.

Your Qualifications

Desirable

- Degree or equivalent qualification in Communications, Marketing, PR, or Business.

Benefits & Initiatives

We offer excellent benefits and initiatives, including:

- Hybrid working
- Health insurance - Health Shield cash plan
- Professional qualification support
- Incentive scheme
- Electric car scheme - Tusker
- Cycle-to-work scheme
- Generous maternity & paternity pay
- Death in service
- Long service awards
- Frankham Friday
- Annual leave - sell, buy & carry-over
- Annual season ticket loan