SEAGATE

Role Description

Job Title:	Digital Communication & Event Intern	**Reference:**	ICI/185012
Department:	Internal Communications		
Reporting to:	Internal Communications Manager		
Location:	Springtown, Northern Ireland	**Date:**	October 2018

Job Summary:

The successful candidate will be responsible for delivering internal communication action plans and content to support the successful implementation of Internal Communication Programmes at Seagate Springtown. These will range from business initiatives, site campaigns, network support to a broad range of community volunteering and education programmes delivered by Seagate Springtown.

Main tasks & Responsibilities:

- Liaise with Internal Communications Manager to create content plans to support Internal Communication Programmes,
- Draft quality digital content for use on a range of digital channels including intranet pages, site newsletter, digital screens, video, imagery and google+ community,
- Contribute with creative communication initiatives to support staff and community engagement
- Provide a communication support service to a number of site working groups
- Undertake a weekly update of the six weekly communication planner
- Manage the measurement and performance framework for communications
- Support the development and delivery of communication pilots
- Support the development and delivery of community and education initiatives

About you:

- We are looking for a self-driven, team oriented individual
- Shows creativity and innovation in communication initiatives
- Good organisation skills with an ability to work effectively with communication planning and technical systems
- Confidence in liaising with project teams and capturing information to generate weekly content for internal publication
- Self manage your own work with an ability to meet deadlines
- Adaptable to news ways of working to deliver results

Subject areas of interest: Business, Marketing, Communications or related discipline

The above statements reflect the general tasks, duties, activities and/or responsibilities necessary to describe this position and is not intended to set forth all of the specific requirements of the job. These job duties/responsibilities may change or vary in response to business needs.