



# Example of Communications & Engagement Manager Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of communications & engagement manager. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for communications & engagement manager

- Raise the profile of the Chester service teams by regularly submitting information for internal publication about what we do, how we do it, Great Service or fundraising activities
- Lead and oversee all efforts related to continuous engagement and effective communications with all of the communities and audiences ISCOPEs serves
- Serve as a co-manager on the ISCOPEs Leadership Team
- Ensure ISCOPEs sustainability through relationship-building and brand/culture development/management
- Develop and implement a communications and engagement strategy to ensure the effective delivery of communications and employee engagement
- Provide communications planning and delivery to support key VWG campaigns and operational communications
- Provide communications advice to operational and senior managers and measure the effectiveness of delivery
- Managing key relationships within CSC senior management and VWG in order to communicate site performance, raise the profile of the site and drive usage
- Delivering regular reports on Knowledge Base site performance and business issues and ensuring that Oracle is functioning efficiently and CSC and VWG experts are fully supported at all times

## Qualifications for communications & engagement manager

- Communications strategy - demonstrated strong internal and external communications skills and knowledge and a willingness to continue learning how to engage on new mediums
- Storyteller - you'll be owning the narrative of the Functions' C-suite leadership...strong written, verbal and presentation skills will be key
- Distill Complex Information into simple actionable language – employee programs can “sound” complex at first being a person who can easily break down complexity and turn it into simplicity is essential
- Experience creation – creative innovative thinker who is able to collaborate to bring new ideas to life in the form of communications and events AND will know how to amplify existing events
- Collaborator – you'll be working in a matrix
- Innovative spirit who leverages strong business acumen and passion for people to bring our employer position to life