

Women@Tech

Internal Comms Manager

About Women@Tech

Women@Tech is a **volunteer-led** UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry. For more information, please visit our [website](#).

Job Details:

We're looking for an Internal Communications manager who is proactive, engaged and digital-first. This is a new role in a growing organisation, with loads of opportunity for a new volunteer to gain real-world skills and make a big impact.

What You'll Be Doing:

- Own the internal communications strategy and planning.
- Build volunteer community engagement through regular company communications, reward and recognition including capturing and celebrating successes.
- Manage a monthly committee meeting including a forward content planner, briefing speakers, and creating presentation decks.
- Provide Internal communications support for our Chief of Staff and Ops teams
- Support our Events team by providing internal communications and managing committee briefings for key events
- Support our Development team through internal comms support for key programmes.
- Support Organisational performance reporting, producing decks and briefings

What you'll need to succeed:

Preferred Skills and Qualifications:

- Experience in a marketing and / or Internal Communications role ideally within a B2B / tech landscape.
- Highly organised, experience in project management is helpful.
- Excellent communication skills; written, verbal, presentation.
- Design and Canva skills are a plus but not required.
- A "can-do" attitude, and collaborative approach.
- A passion for marketing and communications.
- Fluent in English (other languages are very welcome!)

What You'll Get From Us:

- A collaborative and supportive work environment.
- Varied projects with a high degree of autonomy.
- Exposure to the latest DEI trends.
- Professional development opportunities.
- The chance to build your personal brand and access a unique network across major tech companies.
- The opportunity to make a meaningful impact on diversity and inclusion in the tech industry.
- A commitment to treating everyone equally, without any discrimination.

Time Commitment:

Approximately 1-2 hours per week, this is likely to be cyclical depending on the marketing plan. Attendance at committee meetings (monthly), marketing meetings (monthly) and other cross functional meetings as required.

HOW TO APPLY:

Contact Laura Perrott, lperrott@tmforum.org