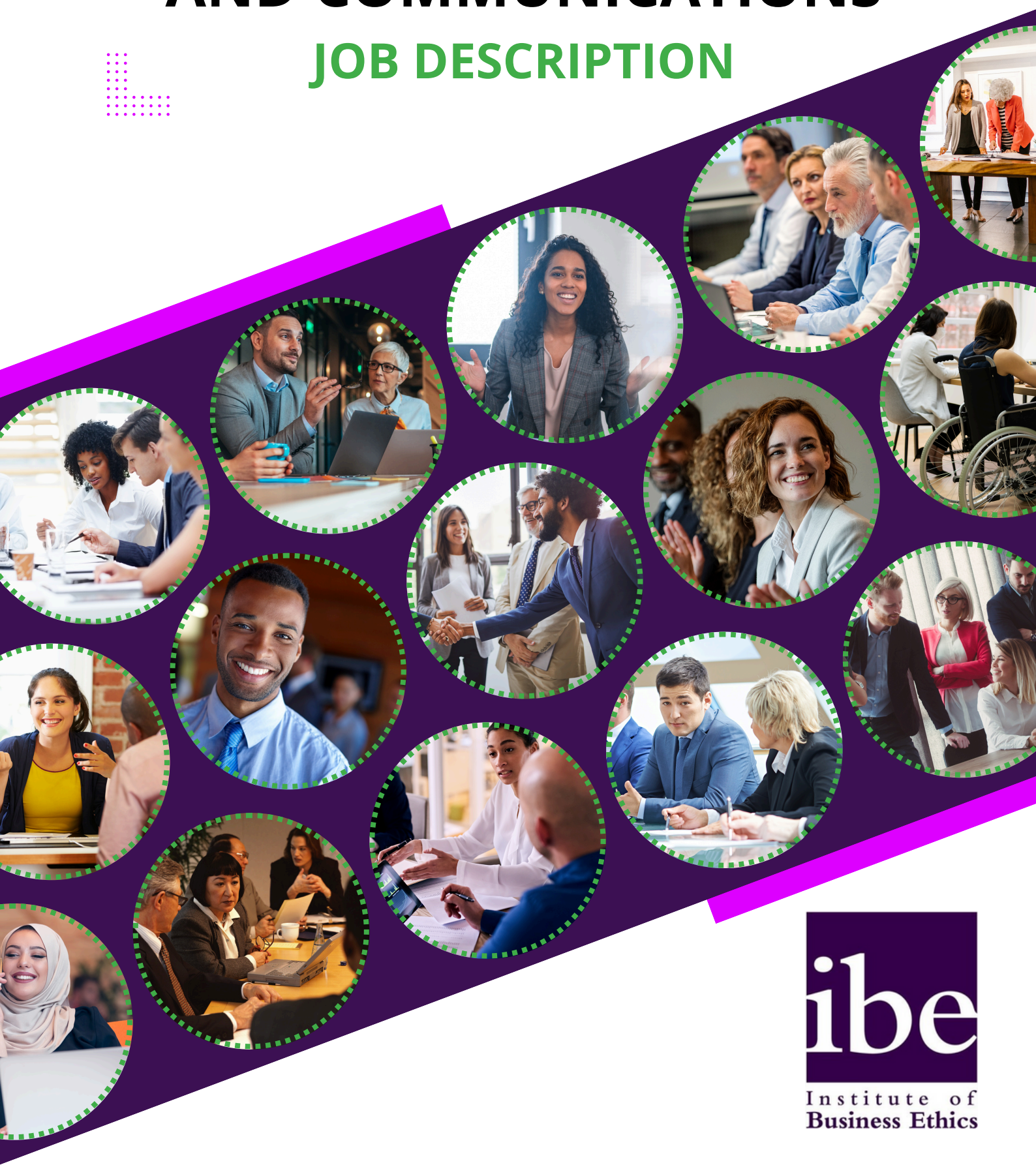


HEAD OF ENGAGEMENT AND COMMUNICATIONS

JOB DESCRIPTION





Head of Engagement and Communications

Location: Remote, with regular team meetings in our Farringdon office (London)

Reports to: CEO

Salary: £55,000-£70,000, depending on experience and agreed working pattern (full-time or part-time)

Hours: Full-time or part-time (4 days/week or 0.8 FTE across 5 days – open to discussion)

Contract: Permanent

Flexibility is key - we support remote working and flexible arrangements to suit the right candidate. We meet regularly as a team in our London office and value in-person connection alongside flexible, trust-based working.

About the Institute of Business Ethics

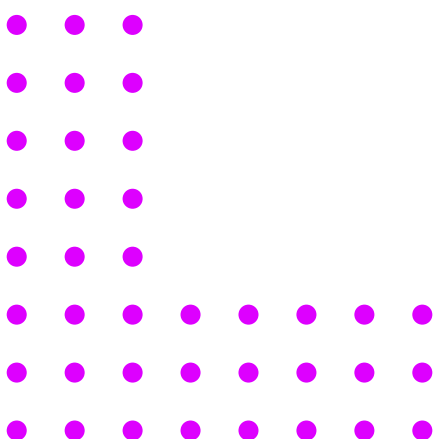
The Institute of Business Ethics (IBE) is an independent non-profit that champions ethical business practice and culture. Established nearly 40 years ago, we develop insights, provide support and share best practice on ethical leadership, culture and values-based decision-making.

The IBE is at a pivotal moment in its journey. Under new leadership and with an ambitious strategy for change, we are evolving how we work, who we reach and the impact we make.

We support people in leading ethically through:

- Networks, Events and Convenings
- Advisory Services
- Executive Education, Training & Leadership Development
- Research & Insights

This is an opportunity to join the Institute at a transformative time – and play a critical leadership role in shaping our engagement, reputation and communications.





Role Outline



About the role

The Head of Engagement and Communications will lead the IBE's engagement and external voice, helping us grow our profile, reach, and relationships with people and organisations who want to lead with ethics. You will help us listen, learn, and share our insights through powerful networks, convenings, communications and campaigns.

This is a strategic, purpose-led and hands-on role, offering the opportunity to shape how we connect with our audiences and communicate the value we bring through our research, advisory services, and leadership development work.



Key responsibilities

- Lead our engagement programme, working closely with the team, to design and deliver networks, convenings, and events that support ethical leadership, culture and values in practice.
 - Deliver communications that promote our research and insights, executive education and advisory services to business leaders.
 - Develop and execute a comprehensive content and communications strategy aligned with IBE's goals and audiences.
 - Lead the delivery/final stages of key strategic projects: a brand refresh, a new HubSpot CRM, and website launch (on WordPress). Drive the embedding and ongoing development of the refreshed brand, CRM system, and website, ensuring accurate data, consistent messaging and integration across our communication channels.
 - Lead our presence on LinkedIn, our digital content and media relations.
 - Oversee production of high-quality publications, reports and digital assets and associated campaigns.
 - Collaborate with our brilliant research, advisory and leadership development teams, the Board and our Advisory Council.
 - Manage external agencies/freelancers to ensure high-quality, mission-aligned delivery.
 - Line manage our Events and Marketing Officer, providing guidance and support.
 - Manage budgets and contribute to financial and operational planning with the Head of Operations, People and Finance.
 - Monitor and evaluate the effectiveness of communications and engagement.
 - Support internal communications and organisational storytelling.
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Person Specification

»»» You bring:

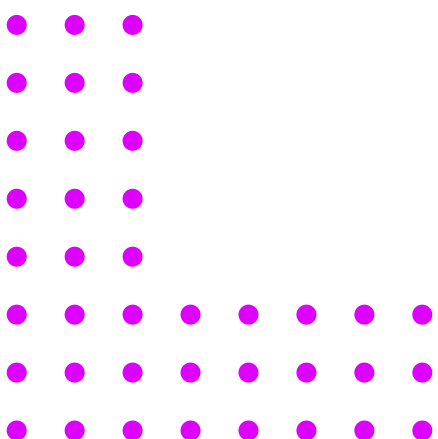
- A strong track record in engagement, communications, marketing, or networks, ideally in a purpose-led or non-profit setting.
- Excellent writing, editing, and visual communication skills.
- Experience in brand building, campaigns, stakeholder engagement and media.
- Strong sense of tone, voice, and audience understanding.
- Experience of using digital tools (e.g., WordPress, PowerPoint, Zoom, HubSpot, GenAI, Google Analytics) and knowledge of GDPR.
- A proactive, collaborative mindset and enthusiasm for turning ideas into action.
- Passion for the mission of the IBE — and a belief that how we communicate and engage is essential to building a more ethical business world.

»»» We welcome diverse perspectives and experiences

At the IBE, we believe that diverse teams drive better outcomes. We are committed to building an inclusive and values-led organisation where everyone feels respected, supported, and able to contribute fully.

We actively encourage applications from people who are underrepresented in our sector, including but not limited to people from Black, Asian and ethnic minority backgrounds, disabled candidates, LGBTQ+ candidates, and people with lived experience of disadvantage.

If there's anything we can do to make the application or interview process more accessible, please let us know.





Next Steps

Application process & timeline

To apply for this position, please submit the following:

- **A cover letter** outlining your interest in the role and how your skills and experience align with the key responsibilities (no more than 1 page A4). Please also include details of your current notice period and your earliest possible start date, in addition to indicating your preferred weekly working hours and salary expectations.
- **A CV** detailing your professional experience and education.

Please submit your application materials via applications@ibe.org.uk by **Friday, 6th June**.

The closing date is **6th June**. Shortlisted candidates will be invited to a first-round interview on Microsoft Teams on **12th June**. Second interviews will be conducted in person (in Farringdon) on **23rd or 24th June**. We will share any decisions by **27th June**.

Additional information

- We will try to respond to everyone, but we are sorry if, due to the resources involved, we are only able to respond to shortlisted candidates.
 - If you have any questions about the application process, please contact applications@ibe.org.uk.
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