Job Description

Post title	Communications & Global Engagement Manager
Faculty / Directorate (Tier 1)	Professional Services
School / Division / Department (Tier 2)	King's Digital
Tier 3	Operations
Grade	7
Reporting to	Director of Operations
Line management	1 – Grade 6 Global Partnerships Manager
Job category	Professional Services
Job function	Engagement / Central PS Directorates

Role Purpose

The Communications & Global Engagement Manager manages a wide range of internal and external communications within King's Digital, establishing communications plans and developing internal and external channels and content strategies to support engagement with key audiences and stakeholders. They lead the development of a brand-led B2B communications service line to build visibility, credibility and trust with employer and organisational partners.

Working closely with colleagues in Communications & External Affairs, International, Engagement & Service, and Global Student Recruitment & Admissions - as well the University's Communications Network - the Communications & Global Engagement Manager will lead their team to deliver targeted, audience-appropriate communications that raise awareness, build understanding, and strengthen engagement across King's Digital's portfolio and partnerships.

Key Responsibilities

- Building trust, recognition, and reputation (internally & externally)
- Owning long-term brand positioning and storytelling
- Establishing clarity, quality, and consistency across all communications
- Ensuring structured planning, governance, and reporting around marketing activity, including acting as the institutional interface with multiple online programme management partners on content quality and ways of working
- Identifying and pursuing new B2B partnerships, and products, working under direction from Executive team.
- Building relationships with potential clients and stakeholders (Faculties and external business partners).
- Driving innovation and piloting new initiatives.
- Evolving the service to meet stakeholder needs, ensuring quality, efficiency and measurable standards.

The above list of responsibilities may not be exhaustive, and the post holder will be required to undertake such tasks and responsibilities as may reasonably be expected within the scope and grading of the post.

Our Expectations

There are some key duties and responsibilities that we ask all employees to adhere to.

We ask that the successful candidate:

- Positively contributes to an environment at King's that truly represents Our Principles in Action where every individual feels safe, secure, and supported.
- Complies at all times with the requirements of health and safety regulations to ensure their own wellbeing and that of their colleagues.
- Develops an understanding of sustainability, including its impact on the University and the work we do, and engages in sustainable practices in the workplace.
- Ensures they are working in a safe environment, complying with policies and regulations, ensuring confidentiality and only releasing confidential information obtained during the course of employment to those acting in an official capacity.
- Complies with King's protocols on the appropriate use of telephone, email and internet facilities.

Equal Opportunities

At King's, we believe that the diversity of our community and a culture that is welcoming, open, inclusive and collaborative, are great strengths of the university.

The Equality Act of 2010 protects the rights of our students and staff and provides a framework to fulfill our duties to eliminate unlawful discrimination, harassment and victimisation and in addition, to advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not. At times, this will include balancing rights and beliefs that can feel in tension.

We are committed to free speech and to academic freedom, believing that our foundational purpose as a university, is to create spaces where a wide range of ideas, including ideas that are controversial, can be discussed and debated, and where members of our community can express lawful views without fear of intimidation, harassment or discrimination.

When engaging in the robust exchange of ideas, we ask that our community is mindful of our Dignity at King's guidance

Additional Information

Is Disclosure and Barring Service Clearance (DBS) required for this role:
☐ Yes ☐ Unsure ☒ No

Does this role require the post holder to undergo any Occupational Health Clearances?
☐ Yes ☒ Unsure ☐ No
Does this role require the post holder to hold a King's Health Partners Passport (KHP)?
☐ Yes ☐ Unsure ☒ No

Person Specification

Post title:	**Communications & Global Engagement Manager**			
Grade:	**7**			
Criteria:		**To be assessed via:**		
Essential:		**Application** *(this will used for shortlisting applications)*	**Test / Assessment**	**Interview**
Proven experience leading communications and/or global engagement activity, including oversight/delivery of multi-channel campaigns aligned to strategic objectives.		X		X
Strong stakeholder and project management skills, with experience coordinating cross-functional activity across multiple teams and, ideally, international contexts.		X		X
Excellent written and verbal communication skills, with the ability to influence senior stakeholders and tailor messaging for diverse audiences.		X		X
Strong understanding of communications best practice, including content strategy, digital channels, audience segmentation, and brand governance.		X	X	X
Demonstrable experience using data and insight to inform communications planning and evaluate performance and impact.		X	X	X
Good sector and commercial awareness, particularly within higher education, online provision, or global recruitment environments.		X	X	X
Working knowledge of communications systems and tools (e.g. CRM, email, web, social media) and their application to engagement and conversion.		X		
Ability to build and maintain effective internal and external networks to support global engagement and partnership development.		X		X
Desirable:		**Application**	**Test / Assessment**	**Interview**
Experience of line management, including coaching, motivating, and managing performance.		X		
Experience working in or delivering campaigns across international markets or with global partners.		X		

Last reviewed date:	05 June 2026

Appendix A – Employment Checks

Disclosure and Barring Service Clearance (DBS)

Please select the appropriate options from the list below:

Carrying out regulated activities with children and/or adults[1]	☐ Children ☐ Adults ☐ Both ☒ None
Will there be any contact with vulnerable groups? [2]	☐ Yes ☒ No
Will the post be situated in a regulation environment, for example on an NHS Premises? [3]	☐ Yes ☒ No

Additional Context:

1. Regulated activity with adults may involve providing health care, person care, or social work;

   Regulated activity with children (under-18s) may involve providing health care, personal care, social work, unsupervised teaching or training.

2. Contact with vulnerable groups must meet the frequency threshold of 4 days in a 30-day period. An adult is not considered to be vulnerable due to any personal characteristic: however, an adult may be regarded as vulnerable due to particular circumstances at a particular time, for example when they are receiving treatment in a hospital.

3. KCL buildings do not qualify as regulated environments. Only NHS Trust sites qualify as regulated environments.

Further information about the disclosure scheme can be found at: www.gov.uk/dbs

Occupational Health Clearance

When reviewing the below list, please note that any exposure, no matter how frequent will result in an Occupational Health Clearance.

Please mark the box if the following the hazards / risks are associated with this post:

☐ Exposure Prone Procedure (EPP) Work	☐ Lone working
☐ Direct patient care or regular patient contact / contact with clinical specimens or pathogens / pathology work	☐ Working outside
☐ Prolonged repetitive movements / actions	☐ Exposure to noise levels (>80dbA)
☐ Moving or handling heavy loads	☒ Work with VDUs (>5hrs per week)
☐ Working shifts	☐ Food handling

☐ Working nights	☐ Driving duties
☐ Working with dust or fumes	☐ Driving LGV or PCVs
☐ Working with skin irritants / sensitisers	☐ Driving forklift trucks
☐ Working with chemicals (industrial or cleaning)	☐ Contact with latex
☐ Working in a confined space	☐ Contact with cytotoxins
☐ Working with vibrating machinery / tools	☐ Working with children
☐ Working at heights	☐ Exposure to persons with challenging or aggressive behaviour
☐ Working with sewage	☐ Vocational driving
Please also list any other Health Surveillance checks required by legislation (e.g. COSHH) / any Statutory Medical Surveillance (e.g. Asbestos, Lead):	

King's Health Partnership Passport

Please select the appropriate options from the list below:

Where will the role holder be based as part of their clinical practice?	☐ KCH - Kings College Hospital ☐ GSTT - Guys & St Thomas' Hospital ☐ SLAM - South London & Maudsley ☐ Other – Please detail below:
Will their research involve working on NHS sites outside of the above list?	☐ Yes (**Research Passport** also required) ☐ No
Will they require access to the **CRIS Database**? (IoPPN Researchers only)	☐ Yes ☐ No