



**EPIC**  
RISK MANAGEMENT



Internal  
Communications  
Officer  
Candidate Application Pack

# Candidate Pack

# Internal Communications

# Officer

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## **Introduction:**

Most people can gamble and stay in control of time, money and cognition. However, there is a small percentage, but significant number, of people who lose control of one or more of these through gambling. The effects can be devastating, including relationship breakdown, bankruptcy, criminal activity and, in the most tragic cases, suicide.

After suffering and overcoming a pathological gambling disorder myself, for over a decade, I know first-hand the devastating effect it can have, not only on the person suffering the addiction but also those around them including family, friends, employers and wider society.

Employers have a responsibility to provide a safe place to work and a duty of care for their employees' welfare. Failure to do so can have legal, regulatory, financial, reputation, brand and most importantly human implications.

I am very proud that the EPIC team works tirelessly with employers and their employees to take the problem out of gambling. We put lived experience and subject matter experts at the heart of all our prevention programmes.

We currently work across 27 different countries in the highest risk sectors, statistically and evidentially. We provide sector leading training, education, awareness and advisory services across elite sport, financial services, criminal justice, the armed forces, direct education to children aged 14+ and selected gambling industry clients.

Thank you for your interest in EPIC and we look forward to an outstanding individual joining us in the near future.

**Paul Buck**

**Chief Executive**  
**EPIC Risk Management**

# Candidate Pack

## Internal Communications Officer

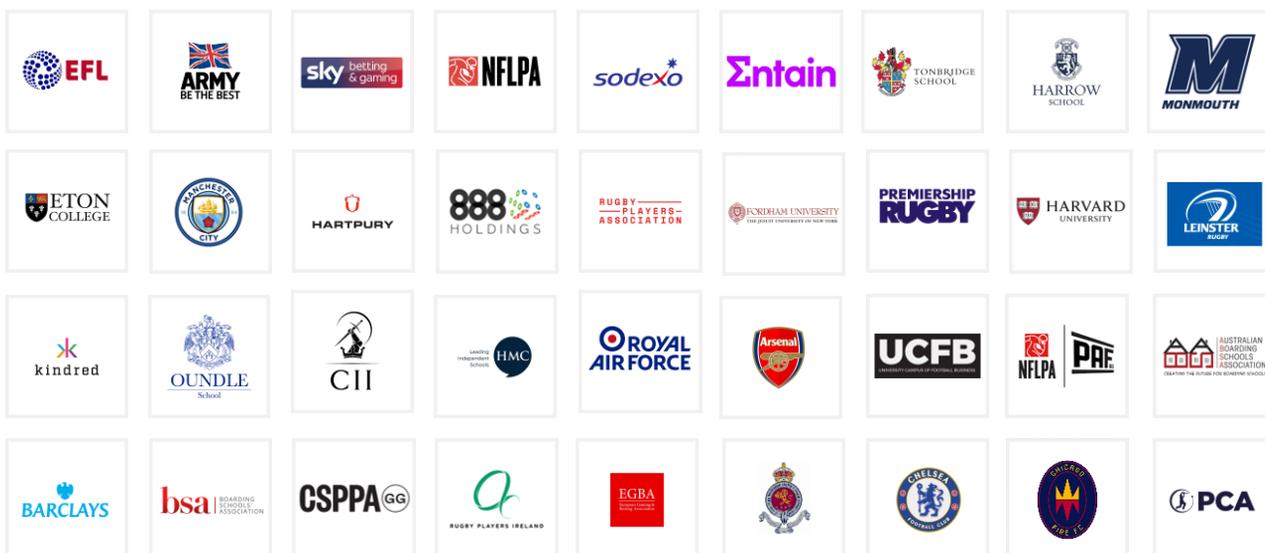
### Who we are:

EPIC Risk Management (EPIC) is a globally leading independent gambling harm minimisation consultancy. EPIC raises awareness of gambling-related harm in order to identify and mitigate the human, financial, brand and reputational risks that problem gambling can create.

We work across multiple high-risk sectors such as professional sports, the gambling industry, education and financial services. We offer a range of services such as raising awareness through accounts of lived experience through to creating class leading training to help customer service staff interact with customers who may be showing signs of harm.

Our work delivers real impact and is a key element in the strategy to reduce gambling harm. As a result of our success we are now looking for someone to join our team to help in this vital endeavour.

### Who we work with:



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## Internal Communications Officer

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### **About the Internal Communications Officer role:**

Our people are at the heart of our work and central to our mission, and this is a vital role in communicating and bringing to life EPIC Risk Management's ambitious, people-centric growth strategy and focusing on what is the heart of our business... our people! We're on the hunt for an ambitious communications professional, looking to progress and put their own stamp on internal communications in a creative way.

As the main point of contact for all internal communications enquiries and the gatekeeper to the staff intranet you will create and curate daily content, working with colleagues across the organisation to plan and implement EPIC's internal communications strategy throughout the year.

You will report to the Communications Manager and collaborate with the Digital Content Producer, helping to play a critical role in communicating the progress made regarding the business strategy to an internal audience with a flair for content creation and crafting messages to an internal audience. You will be an excellent writer, well-organised and experienced in communications planning, and be evidence-based in your approach.

With growth and progression in this role encouraged, you will be given autonomy in your role to manage the communications and content of the newly-launched staff intranet and support internal events and get-togethers with communications and content support.

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# Internal Communications Officer

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## **The Internal Communications Officer will:**

### **Main Responsibilities**

- Coordinate and manage the internal communications plan for EPIC Risk Management, with overall responsibility for the editorial and content execution on the staff intranet.
- To advocate the critical business importance of internal communication and support the consistent use of the brand across the organisation.
- Continually evaluate the success of internal communications, working with a broad range of stakeholders, measuring success and monthly reporting for Internal Communications metrics.
- Plan, create, edit, design and write content for documents and channels, ensuring our people get the right information when they need it in creative, compelling ways with the main emphasis of driving traffic and engagement on the newly launched staff intranet.
- Show proactive management and maintenance of all online communication tools, mainly staff intranet but also Slack and Monday.com.
- Provide a communications plan for each internal event detailing the target audience and plans for reaching them

### **Wider Departmental Support**

- Assist the Communications Manager to review, proofread and edit a wide range of content, ensuring communications channels are consistent in terms of style and tone of voice across the company.
- Assist in the organisation and general logistics of regular internal events including all-staff digital, in-person or mixed town hall sessions, breakfast meetings etc.
- Support the facilitation of face-to-face and online employee events, liaising with the Events and Wellbeing Manager plus key stakeholders within multiple teams and coordination of staging, marketing said events and technology support.
- Support the drafting of communications for internal all-staff events including invitations and supporting materials as well as the distribution process.
- To assist the post-event feedback process via surveys etc.
- Provide external communications support on occasion when other departmental staff are travelling or on leave.

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## Internal Communications Officer

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### To be successful in this role you'll need the following skills and experience:

- Previous experience in an internal communications role or similar
- Experience in delivering and creating communications with confidence to execute content across multiple channels
- Strong experience of creating and editing lively, dynamic content for a digital audience
- Great communicator with excellent verbal and copywriting skills
- Ability to manage internal stakeholders in a fast-paced environment
- Excellent verbal and written communication skills
- Exceptional communicator with a people-centric approach to collaboration
- Strong analytical and problem-solving skills
- Excellent organisational skills and attention to detail
- A passion for creative writing with the ability to write content from scratch
- Proven experience of managing relationships with key stakeholders
- Self-motivated with a can-do attitude and ability to plan and multi-task
- Excellent IT skills including the use of Microsoft Office, Adobe Suites and experience of using Content Management Systems

### Desirable Non-Essential Skills/Qualifications

- Experience using video editing software
- Strong experience using Photoshop with a flair for design
- Degree qualified

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# Internal Communications Officer

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## What you'll get from us:

- A competitive salary
- Access to the company stakeholder pension
- 23 days holiday plus public holidays
- Additional three discretionary days leave to be used for your birthday, a charity day or wellbeing day
- Private medical insurance and Death in Service benefit
- Access to Financial Planning advice via the Bippit App
- Access to the company wellbeing platform – VPGO
- Employee Assistance Programme
- Being part of a team that is saving lives in a recovery-based environment

## Diverse Prevention for a Diverse Problem

Gambling harm is a global issue that can impact anyone. At EPIC Risk Management we recognise that a truly effective approach to gambling harm prevention requires a workforce that is representative of the diverse populations that we work with around the world, and a workplace that creates a sense of belonging for everyone that chooses to join us on our mission to improve people's lives.

We are committed to creating a diverse and inclusive workplace. EPIC recruits, compensates and promotes regardless of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability, national origin, veteran status or any other basis covered by appropriate law.

All employment is decided based on qualifications, competence, integrity, and organisational need. If you need any reasonable accommodation to support your participation in the recruitment and selection process, please include this information in your application.

We actively welcome applications from historically underrepresented communities.

Please send your CV and a 1-page document explaining why you want to join our team to: [recruitment@epicriskmanagement.com](mailto:recruitment@epicriskmanagement.com)



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**INVESTORS IN PEOPLE™**  
We invest in people Gold