



CONSULTANCY OFFER

Internal Communications Consultant (3 months)

Duration: 3 months (September 2025 – December 2025)

Time Commitment: 28 hours per week

Location: Remote with possible coordination across time zones

Reporting to: Director – People Organisation and Culture

Purpose of the Consultancy

To support the internal communications needs of IPPF by ensuring that internal information is clear, timely, and accessible to all staff, and that internal platforms and meetings are efficiently managed and strategically leveraged for staff engagement.

Key Responsibilities

Internal Announcements

- Draft and coordinate internal announcements in collaboration with the POC (People, Organisation, and Culture) and DLT (Direction Leadership Team).
- Support the development of talking points for key internal updates, including new DLT members and organisational decisions.
- Ensure timely dissemination of announcements across internal platforms.

Internal Meetings

- Organise and coordinate staff townhalls and internal webinars, including:
 - - Scheduling (Zoom coordination)
 - - Live interpretation services



- - Follow-up communications
 - - Sharing recordings and key takeaways
- Maintain a calendar of internal events.

Internal Emails

- Write and schedule email communications to the Secretariat and Member Associations (MAs) related to internal updates, meetings, and announcements.
- Update internal mailing lists to reflect new staff joining IPPF, in collaboration with the IT team.

MA Communications

- Develop an internal communications strategy to MAs to ensure a balanced communication to IPPF Members, accessible and using various channels (emails, MA Forum, MA Connect), and to encourage MAs to use these channels for them to communicate and to share updates.
- Update and develop the MA Forum: IPPF Internal website and mobile application for Member Associations, with the support of an external agency.
- Champion MA Connect, IPPF Internal Social Media, for MAs and IPPF Secretariat to interact with each other and to share information.

Internal Websites & Platforms

- Support the effective use of existing internal communication platforms (e.g., MA Forum, Internal Social Media (MA Connect), Mailchimp).
- Publish and promote updates on internal platforms in collaboration with relevant teams.
- Update the Focal Point platform regularly with news, resources, and key information.



- Support the POC team in updating job opportunities on the IPPF website and internal platforms.
- Support the Secretariat in publishing consultancy offers on IPPF website.

Consultant Profile

- Proven experience in internal communications, employee engagement, or organisational communications
- Excellent writing, editing, and coordination skills
- Familiarity with platforms such as Zoom, Mailchimp, SharePoint (or equivalent)
- Ability to work collaboratively with multicultural and cross-functional teams
- Strong organisational and attention-to-detail skills

Payment Terms

- £250 per day, pro-rated monthly
- Invoiced monthly upon submission of a brief activity report