



GRADUATE ENGAGEMENT TRAINEE



ABOUT THE ROLE

Forming part of Redrow's HR department, the engagement team provides support and guidance to colleagues across the business with an overarching aim of contributing to the company's 'Valuing People' strategy.

In this role, over the two years, you will get to work in various areas of the engagement strategy and contribute towards a variety of key projects designed to support with delivering Redrow's employee engagement initiatives. Our aim is for you to gain a real breadth and depth of experience and take on early and increasing responsibility.

KEY RESPONSIBILITIES

1. ENGAGEMENT INITIATIVES

- Support with the management and co-ordination of six-monthly engagement meetings and workforce engagement group meetings, whilst making recommendations on agenda content.
- Attend all engagement meetings and support with advising on follow-up actions and regular check-ins with each division to ensure continuous promotion of activities across the business.
- Have an understanding and awareness of the different engagement initiatives taking place within each of our divisions and provide advice to divisional engagement teams when required.
- Assist with ongoing group-wide engagement initiatives such as; the employee of the year nomination process, managing director quarterly updates, group newsletters, and the company's volunteering scheme.
- Act as a main contact for head office engagement activities, including management of the group charity of the year, social events and general engagement incentives.

2. ENGAGE

- Following relevant training, act as a main contact for the company intranet, Engage, whilst monitoring platform performance, including usage statistics and make recommendations on how to increase page visitors.
- Train as a key contact of Engage and provide training and support to intranet leads across the business whilst providing advice and guidance on effective use of the platform.
- Regularly review content ensuring that information displayed is current and informative.

3. EMPLOYEE INSIGHT SURVEY

- Assist with the management and co-ordination of the annual employee survey, Insight including design of promotional campaigns, data preparation and analysing and reporting results.
- Following completion of the survey, support divisional offices and head office with devising action plans to ensure best practice is shared and any recommendations identified are acted upon.

4. COMPANY INTERNAL COMMUNICATION

- Work cross-departmentally to support with companywide internal communication campaigns through a variety of communication platforms; including email, text message and the company intranet, Engage.

5. COMPANY BENEFIT PORTALS

- Take responsibility for the company benefit portal, Redrow Advantage, including review of analytics and statistics to provide recommendations on promotion of the portal.
- Manage employee reward and recognition and long service awards through the Advantage portal whilst maintaining regular updates from divisional offices/head office on reward winners.
- Manage other company benefit portals to ensure an effective service to our internal stakeholders.

THE PERSON

What kind of person are we looking for?

- Strong business acumen skills to ensure activities bring value to the company
- Good research skills and the ability to build contacts and networks both internally and externally
- To be adaptable and curious with a keenness to learn, improve and progress
- The ability to work on your own initiative and be a strong team player
- Drive and ambition with a positive “can do” attitude
- Good communication skills both written and verbal, with well-developed interpersonal and customer service skills
- Creative and problem-solving skills

These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.