Associate Director, Global Internal Communications

Office of the COO, London

WINSTON TAYLOR.

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We’re fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business’s most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

We are looking for an experienced senior Internal Communications professional with deep understanding of professional services dynamics, partnership cultures, and the ability to advise and collaborate with senior stakeholders within an environment of change. As Associate Director, Global Internal Communications, you will be part of the global Internal Communications team, working together on a unified global strategy and editorial calendar. Based in London, you will drive the delivery of the firm's Europe and Middle East (EME) communications and act as the primary Internal Communications business partner to our EME Regional Managing Partner, while contributing to global work and ensuring regional communications align with the firm's global strategy.

This Associate Director role is offered as a fixed-term contract and involves extensive interaction with senior partners and Chiefs at an EME and global level.

Key stakeholders include the EME Regional Managing Partner, EME Board, Global Internal Communications leadership, the Change team, and firm operations leadership, as well as Practice and Sector leads. This role provides the right candidate with the opportunity to make a real impact on the global Internal Communications strategy within a newly combined transatlantic law firm, presenting excellent opportunities and insights into real-time impact and strategic execution.

Job title

Associate Director, Global Internal Communications

Recruiting manager

Chief Operating Officer

Department

Office of the COO

Working hours

Monday to Friday
(9:30 am–5:30 pm)

Working at least three days a week from our offices.

Location

London

Perm/FTC

FTC

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

Global strategy and delivery

- Contribute to the development and delivery of a global Internal Communications strategy and editorial calendar.
- Translate complex business strategies into compelling, employee-focused communications tailored to targeted audiences across the firm, aligned to global business priorities and regional growth plans.
- Contribute to global Internal Communications projects and campaigns, while sharing insight on regional audiences to strengthen firmwide communications.
- Collaborate with global colleagues on high-profile firmwide communications campaigns that amplify firm culture and successes.

EME business partnering

- Act as the primary Internal Communications business partner to the EME Regional Managing Partner, advising on communications approach and driving delivery through the global editorial calendar, in line with global strategy.
- Support regional leadership communications, including speech writing, town hall coordination and region-wide communications across video, written and digital channels, collaborating with External Communications and Marketing teams to align messaging.
- Build trust with senior leadership as a trusted advisor on communications impacting the region, and work with Global Internal Communications leadership on matters with firmwide implications.
- Be the first point of contact for regional communications requests and draft communications on behalf of senior leaders as needed, including partner-facing content such as regional partner meetings, newsletters and partner conferences.
- Be familiar with crisis management and business continuity plans and serve as a key regional point of contact during crisis situations where critical information must be disseminated quickly, in collaboration with senior leadership.

The opportunity for you

Position responsibilities

Change communications

- Partner with the Change team on translating change strategies into clear messaging, advising on the right channels and on timing and delivery around implementation.
- Own the drafting and execution of change communications for firmwide and regional initiatives, helping to build a strong, collaborative partnership between Change and Internal Communications.

Team and people leadership

- Manage, develop and motivate members of the EME-based Global Internal Communications team, ensuring work is allocated appropriately, and quality assuring the team's output in alignment with the principles of the global Internal Communications function.
- Review and quality assure leadership-facing work product such as draft speeches and presentations prior to sharing with senior stakeholders.
- Be a consistent role model at a global level, demonstrating desired behaviors across the broader team aligned to our global business goals – always acting as an ambassador for Winston Taylor.

The opportunity for you

Experience, skills, and qualifications

- Extensive experience in professional services communications roles and a track record of working closely with senior leaders and leadership teams. Ability quickly to inspire confidence and build trust.
- People leadership and management experience within a global organization.
- Experience working within a global or matrixed communications team, delivering to a shared strategy and editorial calendar.
- Knowledge of the legal market and issues affecting law firms and partnerships.
- Excellent organization and project management skills, capable of handling multiple tasks and priorities simultaneously. Comfort with ambiguity and moving targets.
- Experience delivering communications for organizational change, working in partnership with change management specialists.
- Ability to handle commercially sensitive issues with discretion and tact.
- Ability to produce a variety of content quickly and to a high standard, including draft emails, presentations (slides and speaking notes), speeches, video scripts etc.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent Acquisition & Strategy

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Hannah Jackson
Senior Recruitment Manager

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Daniel Cheasley
Senior Recruitment Advisor

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Stage 2

Interview two

Stage 3

Meet and greet with some of the team



Kendell Woods
Senior Recruitment Advisor

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Meg Vaughan-Irving
Recruitment Senior Coordinator

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Lottie Williams
Onboarding Senior Adviser

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Stage 4

Induction

Stage 5

Ongoing development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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