Communications and Engagement Officer - Job Description

Job Title: Communications and Engagement Officer

Reports to: Development Manager

Contract type: 2-year Fixed Term Contract

Location: Home based

Hours: Minimum 30 hours but negotiable to increase

Salary: Full-time salary £25,000-£27,000 (will be pro-rated to reflect part-time working)

Job purpose:

Radiotherapy UK are delighted to offer the opportunity to join our small and dynamic team as Communications and Engagement Officer. We believe that every cancer patient in the country, no matter who they are or where they live, should have access to the best radiotherapy treatment available. We are the team behind national campaigns such as #CatchupwithCancer and #Radiotherapy4Life, delivering award-winning, high-profile campaigns that have led the way in highlighting key issues on national media and informing parliamentary questions, debates and policy. We support and provide up-to-date and trusted information resources for patients and the radiotherapy workforce. We are a small charity that packs a significant punch and are now looking to develop our team.

You will become an integral part of our successful team with a primary purpose of developing our patient engagement resources and implementing our communications strategy.

Job responsibilities

The key responsibilities of the job are:

* Delivery of charity’s communication and engagement strategy
* Engagement with a broad range of charity beneficiaries
* Creation and delivery of multimedia patient information resources
* Social Media and fundraising engagement
* Update and produce website content
* Assist in design of promotional materials to support wider organisation
* Public relations responsibilities

Qualifications, Experience, Skills and Capabilities

* Educated to degree level (or three years' experience in relevant field)
* At least 2 years' experience of working in a communications and engagement role
* Experience of supporting and delivering a successful comms and engagement strategy
* Experience of writing high quality content for all types of communication, including social media channels and digital communication.
* Ability to communicate and present to a broad audience
* Ability to interact with different people sensitively and well.
* Ability to plan, prioritise and meet deadlines and targets.
* Experience of organising and running charity events. (Desirable, but not essential)
* Self-motivated, able to operate independently and willing to learn.