

Communications Officer: Job Description



KEY DETAILS

Job Title:	Communications Officer
Location:	Findacure Office, 66 Devonshire Road, Cambridge, CB1 2BL
Responsible to:	CEO
Hours:	Full-time (37.5 hours per week)
Salary:	£20,000 to £22,000 (dependent on experience)

BACKGROUND

Findacure is a UK charity that is revolutionising the world's understanding of rare diseases. We wish to build a world in which all rare diseases have treatments – made together with patients, for patients.

Findacure positively **transforms the lives** of people affected by rare diseases and **accelerates change** in the field by:

-  Working directly with disease-specific **patient groups** to **empower** them, professionalising their work and increasing their chances of success: building organisational and campaigning skills, enhancing confidence to promote their expertise, and helping them support patients.
-  **Building a rare disease community** that supports, informs, and collaborates together for the betterment of all rare conditions.



OVERVIEW OF THE ROLE

You will be responsible for the day-to-day communications from Findacure, helping us to build a presence within the UK health system so that we can reach more patients and clinicians to become knowledgeable about rare diseases. You will run our social media, coordinate our promotional campaigns, and maintain our online presence. You will develop new digital media to share online, and support in the production of print materials to promote our work.

As you grow in the role, you will support the CEO in his role as Findacure's spokesperson, by speaking at internal and external events, and taking part in our patient empowerment webinars. To ensure wide-spread understanding of what we do, we will want you to attend a great number of our events, helping to run them, and using them as opportunities to meet our beneficiaries regularly.

We will expect you to be an excellent story teller with strong writing skills, drive and curiosity, whose attitude and behaviours are collaborative. We will also expect experience in communications, whether in a previous paid position or through voluntary roles. We will want to feel confident that you will be able to capture the experience of those effected by a rare disease and translate it in a powerful and empathetic manner. We need you to be well organised, and an excellent team player who supports the work of all members of the team and contributes to all aspects of Findacure.

MAIN DUTIES AND RESPONSIBILITIES

-  Managing Findacure's social media streams, including Twitter, Facebook, LinkedIn and Instagram, and building our following. In addition, running the social media streams for a new rare disease clinical trial, MCDS-Therapy that Findacure is co-running.
-  Helping to implement our communications and messaging strategy, in particular increasing our visibility within the UK healthcare system through press releases and interviews.

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- Preparing and writing our monthly newsletter.
- Overseeing the Findacure website, and coordinating our weekly blog.
- Supporting the Findacure team with direct mailings and outreach for their projects – this could include event promotion, driving participation in community fundraising, or speaking at events.
- Managing Google Adwords.

BENEFITS

- 5% Pension contribution.
- 25 days holiday plus 8 bank holiday days.
- On-job-training and external training provision.
- Valuable experience working in the charity/health sector.
- Exposure to all aspects of the charity through varied role.
- Frequent opportunities to meet with beneficiaries and supporters, and to experience first-hand the impact of charity.

PERSONAL SPECIFICATION

This is an entry-level role suitable for an individual with some experience in communications.

Essential

- Exceptional organisational skills, with experience of managing and prioritizing multiple tasks.
- Excellent interpersonal and team working skills, as well as an ability to work independently and seize opportunities.
- Capable of writing for a range of audiences through varied media.
- Excellent command of both written and spoken English, with strong presentation and persuasion skills.
- Takes pride in work, with an enthusiastic and positive outlook.
- A willingness and desire to learn, both from team members and rare disease patients.
- Computer literate and confident using all MS Office software.
- Understanding of, and commitment to, the objectives of Findacure.

Desirable

- Experience of Wordpress and website development.
- Experience with Adobe Creative Suite (specifically Premier and Photoshop).
- Experience in oral presentation.
- Experience writing press releases and working with journalists.
- An understanding of the UK healthcare system.
- Experience managing Google Adwords.

Please email an up to date CV and covering letter to Dr Rick Thompson (rick@findacure.org.uk) by 9am on the 11th February, outlining your relevant skills and experience, relating to the listed responsibilities and personal specification. Shortlisted candidates will be contacted for interviews with the aim of the successful candidate starting in late March or early April.