

Job Title Communications Officer
Location Remote, with occasional travel for events
Salary £24,000 - £26,000 pro rata

Responsibilities

- Research, write and edit informative content relating to Birt-Hogg-Dubé (BHD) syndrome and osteosarcoma.
- Day-to-day management of social media (Twitter, Facebook, LinkedIn) including posting updates and responding to queries.
- Writing patient-friendly blog posts for both the BHD Foundation and Osteosarcoma Now (OSN).
- Maintenance of the Trusts 3 websites to ensure the continued accessibility to the community.
- Edit and proofread reports and website content in line with brand and style.
- Support with producing information in accessible formats.
- Take ownership of the charities brand guidelines and ensure they are kept up to date.
- Proactively search for trends and developments that affect the BHD and osteosarcoma community.
- Support the team in updating the Osteosarcoma Now Trial Explorer (ONTEX).
- Write content for and create the monthly BHD and OSN newsletters.
- Use of Canva, Mailchimp, Eventbrite and other required software for communication.
- Edit video content for patient interviews and events.
- Add event information on to the Trust's event platform.
- Provide support at events.
- Any other ad hoc support for the team as and when required during busy periods.

Skills and Experience

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| • Excellent written and oral communication skills | Essential |
| • Degree or equivalent work experience within the life science sector | Essential |
| • Experience of content writing | Essential |
| • Experience of updating social media | Essential |
| • Experience of updating and maintain websites | Desirable |
| • Knowledge of accessibility standards | Desirable |
| • Experience of working from home | Desirable |
| • Experience of working within the charity sector | Desirable |
| • Experience editing videos on adobe pro or equivalent | Desirable |