

WHAT'S THE ROLE?

HEALTH INFORMATION OFFICER

Responsible for supporting the Health Information team to deliver and promote health information resources in print and online, ensuring men with or worried about prostate cancer can make informed choices regarding the health care they receive.

IN THIS ROLE YOU'LL...

- Provide administrative and logistical support – including financial processes, stock management and helping to ensure team processes are maintained.
- Support the creation and maintenance of accurate and consistent online information in line with the Patient Information forum's PIF TICK accreditation.
- Manage the day-to-day relationship with our fulfilment house and suppliers - ensuring all publications are in stock, ordering reprints and running weekly stock reports.
- Support the evaluation of our resources and collate activity data to help measure the impact of our service.
- Support the delivery of qualitative research with men and their families including online questionnaires, user interviews and focus groups.
- Liaise with the design team to markup changes to design proofs prior to resource re-prints.
- Coordinate, plan and edit the team's social media and other communications.
- Work with the communications team to promote our information resources both internally and externally.
- Attend external events including conferences and volunteer driven events to promote the charity's information and awareness messaging.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE

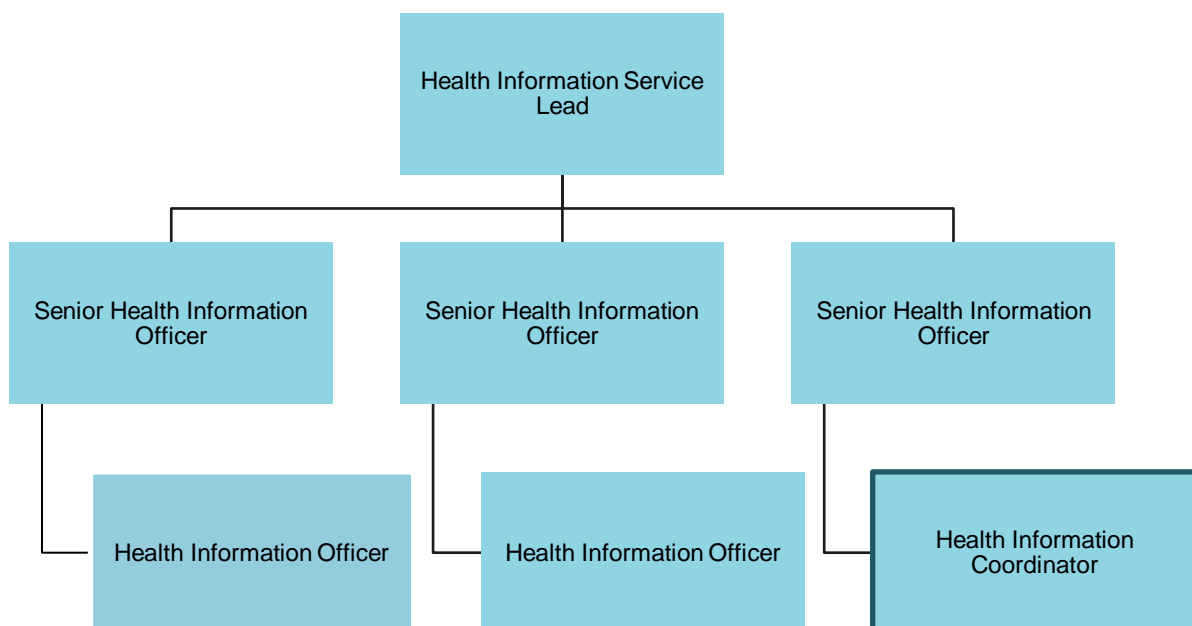
- Excellent organisational skills – using own initiative when required and able to manage multiple and competing priorities.
- Effective communicator with strong written and verbal skills - with the ability to tailor to different audiences.
- Experienced at maintaining spreadsheets and monitoring systems, collating and presenting data and analytically reporting on results.
- Oversee financial monitoring processes and maintaining professional relationships with suppliers.
- Experienced at working to and maintaining standard operating procedures.
- Using digital communication channels and producing digital content for professional and public audiences.

- Passionate about the importance of high-quality health information and supporting men to make decisions about their healthcare.
- Strong proof-reading skills and attention to detail.
- Proven record of working flexibly and collaboratively.
- Experience of working in the health or charity sectors would be beneficial
- Working knowledge of standard IT packages including Microsoft Word, Excel and PowerPoint.
- Actively supports our commitment to equity, diversity, inclusion and allyship.

YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Health Information Service Lead
- Job level:** Band 2A - Coordinator
- Contract:** Permanent
- Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office two to three days a month and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

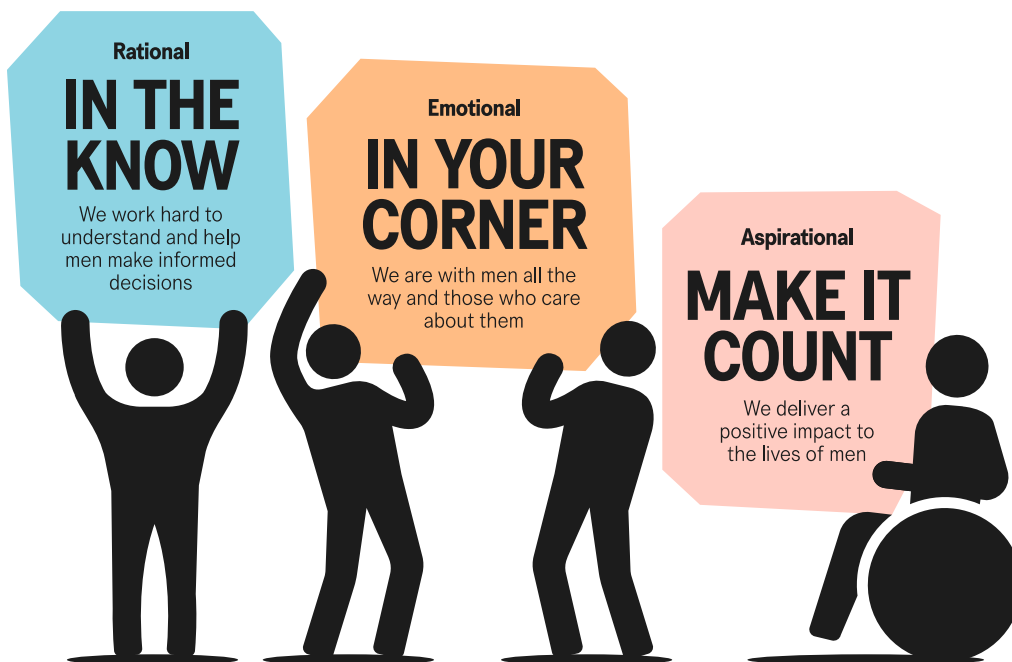


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

| RATIONAL | EMOTIONAL | ASPIRATIONAL |
|---|--|--|
| GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions. | GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need. | DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact. |
| NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers. | OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives. | NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best. |