



JOB DESCRIPTION

Job Title:	Communications and Outreach Officer
Salary:	£28K
Reports to:	Communications and Media Manager
Hours:	Full time
Location:	Hybrid working, with at least one day a month in the office in London Bridge

STRATEGIC PURPOSE

Working within The Eve Appeal, a gynaecological cancer research and awareness charity, the Communications and Outreach Officer will work closely with the Communications and Media Manager to provide support across all of our communication channels (website, social media), public relations, and health information with a focus on supporting our expanding co-produced outreach work with minoritised communities.

This post will give the opportunity to make an impact in key areas of charity communications by working closely with the Communications and Media Manager on key campaigns and projects.

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KEY RESPONSIBILITIES:

Outreach

Support the Communications and Media Manager in the planning and delivery of the charities outreach programmes, utilising a co-production approach, with tasks including:

- Project management of The Eve Appeal's outreach initiatives, with the guidance of the Communications and Media Manager and with the support of the Ask Eve Coordinator
- Working with Fundraising Manager and Communications and Media Manager to collect insights, and data for proposals and budgets for new programmes
- Researching and scoping current gaps in awareness and identifying key target areas for outreach

- Working and liaising with charities and organisations who are working directly with target communities
- Working and liaising with those affected by gynae cancers and women from target communities to co-produce projects
- Organising and running workshops, meetings and events with community groups, medical volunteers and Eve team
- Leading on the production of health materials and resources for the programmes, in line with Eve's PIF (patient information forum) information development policy
- Co-ordinating with medical professionals and lay groups for the co-production, review and sign off of all materials
- Analysing and reporting on the progress, successes and learnings of Eve's outreach programmes

Communications: Health Information

Supporting the Communications and Media Manager with the development and distribution of our health information and resources, including:

- Scoping current gaps in information and identifying areas of need
- Working with Fundraising, Communications and Media Manager and Ask Eve Coordinator to collect insights, data and quotes for proposals and budgets to gather income for novel resources
- Supporting the Communications and Media Manager in co-ordinating with medical professionals and lay groups for the production, review and sign off of all materials
- Supporting on the organisation and running on working groups and meetings in the production of new health information resources
- Supporting with the recording of all working groups, communications and feedback during information production in line with the PIF Policy
- Identify target regions/organisations/networks for distribution of materials
- Outreach and engagement with groups on our information/resources
- Distribution of resources/health information
- Evaluation of resources post-distribution
- Engagement on updating resources as required

Communications: Website and social media

- Make updates to copy and content of our website (wordpress)
- Support the Communications and Media Manager in developing and scheduling social media posts
- Monitor social media engagement, replying and interacting with our followers when appropriate
- Collect data from these channels to analyse success, feed back to the Communications and Media Manager and guide future strategy

Other

- General administration duties as required to support media and information functions including maintaining our journalist and experts by experience

databases, updating our data management system, library system for press cuttings.

- To support the Head of Programmes and Communications and Media Manager on ad-hoc tasks when required
- To engage with a range of stakeholders connected to all areas of Eve activity
- To comply with best practice and legal requirements regarding data protection
- To be proactive in keeping up to date with developments affecting your work
- To contribute to team meetings and organisational priorities
- To carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- To abide by organisation policies and practices
- To support diversity and equality of opportunity in the workplace

PERSON SPECIFICATION

Useful knowledge, skills and experience:

- Interest and passion in communicating health and awareness information to different audiences
- Interest for making a difference in women's health and around gynaecological cancers
- Digital native – comfortable with all social media channels
- Experience of working on outreach programmes
- Data analysis skills and confidence using Microsoft Excel