



ellen
macarthur
cancer trust



RECRUITING:

Communications & Media Officer

£29,500

Full time | Largs, Scotland

inspiring young people to believe in a **brighter future**

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THE ROLE

The Ellen MacArthur Cancer Trust is looking to recruit a Communications & Media Officer to join our small and driven team supporting young people aged 8-24, who are living through and beyond cancer.

Use your storytelling, editorial, copywriting and creative skills to help inspire young people to join our life-changing trips and generate the fundraising support we need so the door is open for more young people to benefit from our adventures.

No sailing experience or knowledge is required, just a passion for applying your talents to make a real difference in young people believing in their brighter future after treatment for cancer.

You might be a graduate journalist, PR account executive, communications assistant, or someone with equivalent experience who is ready to take your next step in a varied and rewarding role with one of the country's leading young people's cancer charities.

TERMS OF EMPLOYMENT	
Location	Largs, Scotland (Hybrid-working may be possible, with requirement to be in the office at least 2 days a week.)
Reporting To	Strategic Development and Communications Manager.
Contract Type	Permanent, 37.5 hours p/w, Monday-Friday. (Some evening and weekend work required, particularly during peak trip season).
Start Date	From mid-October 2026 (To be confirmed with applicant depending on availability).
Closing Date	Friday 11 September 2026

EQUAL OPPORTUNITIES

We value equity, diversity, and inclusion, oppose prejudice, and are wholly committed to building belonging and creating a psychologically safe community that welcomes and celebrates everyone being their authentic self.

If you share these values and think you are well suited to this role, but for whatever reason, do not feel represented by anything in this recruitment pack, on our website or in any of our marketing, we strongly encourage you to share your feedback and apply to help us be better.



Hello, we are the Ellen



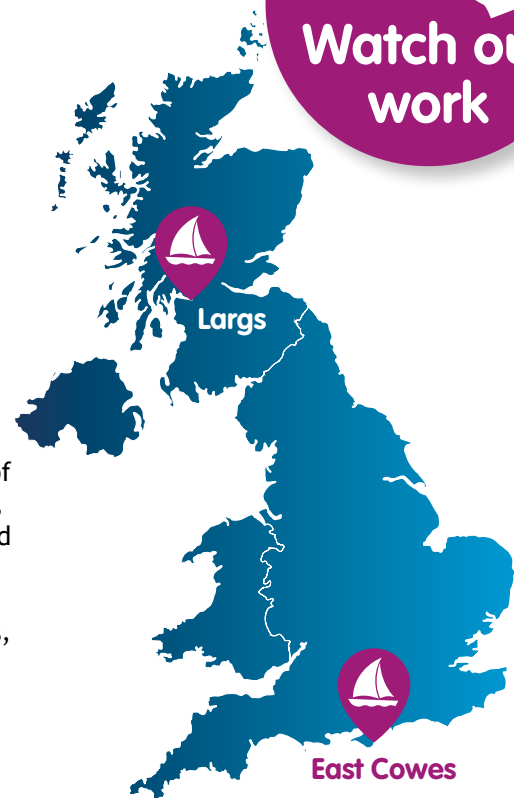
The Ellen MacArthur Cancer Trust takes young people aged 8-24 sailing and on outdoor adventures, to inspire them to **believe in a brighter future** living through and beyond cancer.

Cancer can have a big impact on a young person's mental wellbeing. For many young people, simply picking up where they left off before their diagnosis isn't possible. That is why **when treatment ends, our work begins.**

The Ellen MacArthur Cancer Trust has two bases - in Largs on Scotland's West Coast and East Cowes on the Isle of Wight.

We are a close-knit, friendly organisation, with a wide network of committed and passionate volunteers, seasonal staff, supporters, fundraisers, and donors. You will be a key part of, and play a lead role in, nurturing our community year-round.

We work closely with the leading young people's cancer charities, particularly through our partnership with [Teenage Cancer Trust](#) and [Young Lives vs Cancer](#), and our NHS hospital partners, so every young person who needs support after treatment can get, and stay involved, with us for as long as they need.



Because of the Trust, young people feel...



Accepted

They meet and make friends with others who have had similar experiences - often for the first time - and stop feeling like 'the only one'.



Independent

They have fun and rediscover independence away from home and their 'cancer bubble'. They realise what they are capable of again, physically, mentally, and socially.



Optimistic

Their sense of purpose and self-worth increases and they start to re-establish their place in the world by getting back into education or work and reconnecting with family and friends.

which leads to...



Improved mental wellbeing



Belief in a brighter future

What else we offer

As well as being a fulfilling, fun place to work, we offer a range of benefits and incentives for our team.

YOU WILL GET...



23 days basic annual leave a year (pro-rata for part-time staff depending on hours worked and/or contract length) plus all English Bank Holidays (typically 8 days).



Hybrid working - our office-based team have the possibility to work remotely on set days, depending on job role/responsibilities, in agreement with line manager.



Company Pension Plan with employer contribution above the legal minimum requirement.



Option to enrol in the **Benenden Health Healthcare Plan** and **Health Cash Plan**. This includes...

- Private medical diagnostics, private medical treatment and surgery, physiotherapy, mental health counselling support, 24/7 GP and mental health helplines.
- Money towards health-related costs, including optical, dental, chiropody, physiotherapy, in-patient treatment.
- Gym membership discounts and online fitness classes.



Access to **professional mental health supervision**



Reward Gateway - huge range of discounts on shopping, entertainment, holidays, and other experiences, plus wellbeing support.



Vouchers for a **free annual eye test** at Specsavers.



Branded **staff kit** & **supplier discounts**.



Discover Our Ambitions

In 2026, we set out 'Connection, Belonging and Brighter Futures - Our Ambitions for 2026-2029' the objectives we set ourselves to have a bigger impact so more young people can believe in a brighter future living through and beyond cancer.

[Watch the video](#) or [download the Ambitions Document](#)



Who we're looking for

ABOUT YOU

- Are you passionate about the power of storytelling to create meaningful impact?
- Do you have a curious mind and a love for bringing real-life stories to life?
- Have you got experience working as part of a fast-paced communications team and/or newsroom environment?
- Do you have a passion for writing and communicating through words?
- Are you comfortable and confident dealing with the media?
- Can you create compelling content packages, combining photos, video and copy?

We respect your expertise and want to learn from you too.

Got ideas you think might work?
Want to try and test new things?

Believe collaboration and everyone having a voice makes for stronger outcomes?

This is your platform to have an impact and make the biggest difference to the young people we support.



ABOUT THE ROLE

If you want fun and rewarding, this is the role for you!

A year-in-the-life of our Largs-based Communications & Media Officer has two distinct parts.

October to April - where it's all about getting the word out there to support fundraising and encouraging young people to sign up for our life-changing adventures. Then it's the summer - May to September - when the magic happens and you're around the trips, interviewing young people and telling their stories. You can go sailing on the trips too!

You will be responsible for identifying story opportunities year-round, and writing press releases, media advisories or editorial content to pitch those stories to a range of media outlets, from local newspapers and regional broadcasters to national, charity, marine and other specialist publications, and facilitating inbound requests for interviews or other profile-raising opportunities.

You will serve as our go-to copywriter for print, online and digital marketing materials as well as writing other articles and feature content as requested. This includes responsibility for writing and overseeing the production of our annual in-house publication, *Inspire*.

You will also work closely with the social media team, gathering (and if you have the experience, producing) multimedia content for our digital and online platforms. There will be wider responsibilities across the communications team too.

KEY RELATIONSHIPS

In this brilliant role, you work across the whole team!

You will work day-to-day with the Senior Digital and Social Media Lead and be line managed by the Strategic Development and Communications Manager.

You will also work closely with the Operations and Fundraising teams in delivering our comms strategy in the areas of young people, trip delivery and raising money. Gaining an understanding of our trips and how we operate will be vital to help communicate why what we do matters and our impact.

During peak trip season, it is all-hands-to-the-pump to ensure the young people have the most positive, transformational experience possible. So, you should be prepared to support the Operations Team, skippers, and volunteers above and beyond your immediate communications-related roles and responsibilities if/when required too.

KEY RESPONSIBILITIES & DUTIES

Copywriting

- All editorial and copy creation (internal and external requirements/requests).
- Organisation-wide marketing collateral process management and copy support.
- *Inspire* - content planning, writing and overseeing production (Sept-Apr).
- *Trust News* (monthly e-newsletter) stories.
- Website - regular news stories and copy updates as required and/or requested.



KEY RESPONSIBILITIES & DUTIES (CONTINUED)

- Internal copy oversight and/or proofreading, including but not limited to young person onboarding and fundraising communications.

Media & PR

- Identifying cross-organisation year-round storytelling and profile-raising opportunities and proactive media outreach (local/regional/specialist/marine).
- Facilitate all inbound interview and other media requests including setting up interviews and briefing interviewees.
- Facilitate Largs-based PR and/or experiential requests.
- Media monitoring, recording and reporting (Google Alerts)
- *Onclusive* PR & media platform - relationship and media list management.

Trip season

- All of the above plus...
- Interviewing young people and seasonal team (volunteers, skippers and trip leads) to gather stories and content for PR and/or social media.
- For Largs-organised trips...
 - o photo management (sort, uploading and image tagging)
 - o media phone management
 - o Wider Largs team support.
 - o Social media posts (including photos and/or short-form video) in liaison with the Senior Digital and Social Media Lead.

Wider comms function

- Year-round story management including case studies and website updates.
- Campaigns - ideas generation and support with delivery (with comms team)
- Sad News process management - ensuring respectful use of photos/videos.
- Largs office/marina branding - organisation and coordination as required.
- Crisis comms - part of incident response media team.
- Looking for new opportunities/platforms to raise our profile.



WHO WE'RE LOOKING FOR

ATTRIBUTES		ESSENTIAL	DESIRABLE
Value & Qualities	Passionate, empathetic, and enthusiastic about working for the Ellen MacArthur Cancer Trust.	✓	
	Commitment to equity, diversity and inclusive values and practice.	✓	
	Natural communicator and confident people person who can quickly and comfortably build rapport.	✓	
	Passionate about the power of storytelling.	✓	
Skills	Highly developed copywriting skills.	✓	
	Strong news sense and understanding of how to write a good story.	✓	
	IT literate with experience using Microsoft Office programmes.	✓	
	Highly competent at tailoring written communications for different audiences.	✓	
	Flexible, adaptable approach & a good teammate.	✓	
	Organised with excellent attention to detail and time management skills.	✓	
	Able to independently organise and manage own workload & priorities.	✓	
	Proactive media outreach across multiple channels.		✓
	Confident proofreader and editor.		✓
	Website editing.		✓
	Multimedia content creation and editing.		✓
Experience	Background in any of the following areas - communications, media, journalism.	✓	
	Working in a bustling, fast-paced environment.	✓	
	At least one previous employment, work placement or extended volunteer experience as part of a communications or newsroom team.	✓	
	Working or volunteering in the charity sector.		✓

WHO WE'RE LOOKING FOR

ATTRIBUTES		ESSENTIAL	DESIRABLE
Experience continued	Working or volunteering with young people.		✓
Knowledge	UK national and regional media landscape.	✓	
	Branding and marketing including collateral production processes.		✓
	Magazine production processes.		✓
	Working knowledge of following social media platforms - Facebook, Instagram, LinkedIn, YouTube and TikTok.		✓
	Use of photo and/or video editing software (e.g Canva)		✓
	Knowledge of the charity sector		✓
Qualifications	Full clean driving licence (driving a work vehicle may be required).		✓



Other useful information

SAFEGUARDING

The safety and wellbeing of young people is our top priority. Up-to-date disclosure is a must. In England and Wales this means a [DBS check](#) (needs updating every three years) and in Scotland and NI this is a [PVG Scheme Certificate](#) (a rolling check). Every year all team members must read and sign our Safeguarding agreement. You can find our [Safeguarding Policy](#) here.

EMPLOYMENT CHECKS

In addition to a DBS/PVG check, all offers of employment are made subject to proof of eligibility to work in the UK, proof of residency, and two references.

DATA PRIVACY

We want to be clear about how we use your personal information and data. We want to treat you fairly, lawfully and in an open way. Find out about how we use and store your personal data here - [Privacy Notice](#).

Meet
the team



Apply Now!

Closing date: 11 September 2026

SHORTLISTING AND INTERVIEWS

If you are shortlisted, we will invite you to an interview. Where appropriate you will be sent interview questions in advance, and also let you know if there will be any skills tasks to complete as part of the recruitment process.

First interviews will take place on Zoom w/c Monday 28 September.

Second interviews will take place either at our Largs office or on Zoom on Monday 12 October or Tuesday 13 October.

HOW TO APPLY

Please email recruitment@emcancertrust.org, submitting an updated CV, and covering letter of no more than two pages. **Applications will not be considered without both these documents.**

In your covering letter, please include:

- What it is about our purpose that resonates most strongly with you personally, and how that has influenced your decision to apply.
- Which one or two experiences in your CV best demonstrate your suitability for this role and why. Please explain what you achieved, what you learned and how it would help you succeed here.
- What strengths, perspective or approach would you bring that might be different from other candidates.
- If you used AI at any stage of this application, please tell us how and why you used it and what value it added.

Please email any questions about the role to: recruitment@emcancertrust.org



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