

Job title:	Research Communications Manager
Location:	Head Office, London SE1, (with flexibility for homeworking)
Department:	Research
Reporting to:	Director of Research and Innovation (with dotted line to the Director of Marketing)
Salary:	£33,000 - £37,000 per year

Main purpose of role:

The Research Communications Manager plays a fundamental role in developing and shaping our research communications ensuring the timely and proactive communication of our research impact.

With a strong ability for explaining research and science to a lay audience, the Research Communications Manager will also proactively identify communication opportunities and ideas for engaging content to promote and publicise our research projects. The post holder will work closely with teams across the organisation providing them with information about our research activity to support their work. The role also manages the charity's research information service, our Research Line.

Main tasks and responsibilities

- Work with the Director of Research and Innovation and Director of Marketing to lead the development of our research communications plan.
- Translate complex scientific information into compelling narrative suitable for a lay audience, using the brand tone of voice.
- Write clear, compelling and engaging copy about our research work both for external and internal communications.
- Work with Digital Marketing and Creative and Content teams to communicate our research work on digital channels identifying opportunities and contributing ideas

for engaging, timely and impactful content including copy, film, photography, blogs and infographics.

- Work with the Creative and Content team to organise and facilitate photo and video shoots.
- Lead the updating and development of content for the research pages of our website ensuring content remains accurate, relevant and engaging.
- Support the Media and PR Manager to respond to research related media enquiries as well as proactively identify media opportunities and creative ideas for news stories and features.
- Work with the Impact Manager to develop accessible and engaging internal communications to highlight key outcomes from our research activities, communicating new research advances and providing research information and advice when required.
- Work closely with teams across the organisation providing them with information to communicate our research work to supporters, fundraisers and other key target audiences.
- As a member of the research team be a point of contact for internal queries relating to grant-funding within the charity.
- Maintain the relationship with our Research Communications Group, a group of external volunteers who help provide content for our website from time to time.
- Work with the development directorate to provide proactive and responsive support for fundraising campaigns and approaches to major donors, Trusts and corporates.
- Build effective relationships with all researchers funded by us, be the central point of contact and liaison for all research related communications and maximise opportunities for communicating their work.
- Identify emerging themes and outputs from our research activities and wider research to inform our communications and identify and scope opportunities for proactive research communication projects.
- Proactively analyse and review relevant national and international published research.

- Respond to enquiries to our Research Line. This service communicates preclinical and clinical research news related to neuromuscular conditions, and supports individuals and families to better understand research and make informed decisions relating to clinical trial participation.
- Responsible for logging enquiries and monitoring trends in information requests to our Research Line.
- Represent the charity at scientific conferences, family information days and other events, giving presentations where required and liaising with colleagues as necessary.
- Work with other members of the Research team and Marketing team to organise laboratory visits and open days for supporters
- Support the Director of Research and Innovation and the Impact Manager with the reporting of research impact.
- Support activities within the Research team as required from time to time, for example support the development of our research strategy and support the Research Officer with activities relating to the annual grant round.

Values and behaviours

1. A positive attitude and approach that reflect the [charity's values](#).
2. To contribute to the development of the charity and the Research team.
3. A commitment to and an understanding of disability issues, equal opportunities and diversity.
4. To demonstrate role model behaviour at all times.

Person Specification

Education and qualifications		
Degree in biological/ Life Sciences or similar	Essential	
Experience		
Experience of communicating scientific and clinical information to a range of target audiences	Essential	
Proven experience in communicating complex research topics to a lay audience		
Knowledge of the operation of clinical trials	Desirable	
Experience of clinical research		
Experience of biomedical research		
Experience of working in the neuromuscular field		
Experience in a research communications role		
Skills		
Excellent project management skills	Essential	
Excellent ability to translate complex research information to a lay audience		
Proactive and able to identify communication opportunities and ideas for content in a range of formats		
Ability to work methodically and accurately with excellent attention to detail		
Ability to work under pressure, to effectively plan and prioritise a complex and varied workload, and to undertake multiple tasks concurrently		
Positive and flexible attitude to working on new initiatives		
Excellent interpersonal skills with an ability to build effective relationships internally and externally		
Good analytical skills		
Excellent copywriting, editing and proof-reading skills with ability to write copy for a range of audiences		
An understanding of different communication channels and of creating engaging and impactful content		
Planning - The ability to develop and implement clear and robust plans for self and others to follow.		
Leadership - The ability to set instructions whilst empowering others to accomplish tasks. Demonstrates flexibility by adopting a management style to the given situation.		Desirable
Organisational skills - The ability to manage own time and tasks effectively. Taking an approach that is results orientated and systematic making you personally effective in managing own workload		Essential
Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a proactive/solution focused way to achieve targets.		
Team work - The ability to promote and lead a collaborative style within the team.		

Communication – Excellent written and verbal communication skills. The ability to represent Muscular Dystrophy UK effectively and professionally. Produces clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines.	
Self-Development - The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	
Details	
Hours – 35 per week, some evenings and weekends required.	
Holidays – 25 days	