



**Recruitment pack  
Communications Officer  
(events)**

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## How to apply

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To apply please:

- Complete the application form, which includes a supporting statement detailing how you are a good candidate for this post.
- Complete the equal opportunities form
- Indicate your availability for the interview date.

Applications should be e-mailed to [jemini.prajapati@acmedsci.ac.uk](mailto:jemini.prajapati@acmedsci.ac.uk)

**Applications must be received by 09.30 BST Monday 7 August 2017**

Good luck and we look forward to hearing from you.

**Recruitment team  
Academy of Medical Sciences**

## The Academy

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The Academy's core mission is to advance biomedical and health research and its translation into benefits for society. We are working to secure a future in which:

- UK and global health is improved by the best research
- The UK leads the world in biomedical and health research, and is renowned for the quality of its research outputs, talent and collaborations.
- Independent, high quality medical science advice informs the decisions that affect society.
- More people have a say in the future of health and research.

The Academy's 1200 Fellows have been elected on the basis of outstanding contributions to a range of scientific fields, and are drawn from universities, hospitals, general practice, industry and the public service. Our Fellows are central to all we do. It is their talent and expertise that ensures we can bring authoritative opinion and practical guidance to complex issues in medical science and healthcare.

Established in 1998 as an expert body to deal with issues at the interface of medical science and healthcare, the Academy is part of the national academies group, alongside the Royal Society, British Academy, and the Royal Academy of Engineering. We are governed by a Council of 21 Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Professor Sir Robert Lechler FMedSci is the current President.

The Academy is:

- An elected Fellowship of the UK's best biomedical and health researchers
- An independent source of evidence-based and expert advice
- Connected to, and respected by, decision makers
- Focused on realising cross-disciplinary opportunities across academia, industry and healthcare.
- Committed to improving and celebrating diversity - in all its forms - in the biomedical and health research community
- Global in outlook, reach and influence
- Catalytic, inclusive and accessible in our approach
- Responsive to change and innovative in our solutions
- Adept at maximising our impact through partnership working

We seek to advance UK and global biomedical and health research through five strategic challenges (as set out in our 2017-22 strategy):

1. To harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society.
2. To lead innovation in the development of research talent through funding and careers support.
3. To achieve influence and impact beyond the UK to improve health and well-being.
4. To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.
5. To enhance the Academy's delivery capability, making sure we have the Fellows, staff, partners, resources and influence to make an even greater contribution to the UK and beyond.

The Fellowship is served by a team of 39 staff.

## Communications at the Academy

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Communications at the Academy encompasses a diverse range of activities including media and digital communications, print production, public engagement and events for professionals and the public. The post holder is responsible for supporting the delivery of communications activities that meet our strategic objective to 'Engage patients, the public and professional in dialogue' and to support our strategic challenges to 'Harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society' and 'To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.'

## The post

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<b>Communications Officer (events)</b>			
<b>Salary band</b>	Officer	<b>Salary</b>	£26-28,000 p.a.
<b>Department</b>	Corporate Affairs	<b>Work location</b>	41 Portland Place London W1B 1QH
<b>Reports to</b>	Communications and Engagement Manager	<b>Direct reports</b>	None
<b>Role duration</b>	Permanent	<b>Last updated</b>	20/07/2017

### Role

The purpose of this role is to ensure clear and consistent messages about the Academy's work reach audiences in accessible, dynamic and engaging ways. The post holder is required to work across a portfolio of long and short term projects, working closely with different teams within the Academy and a range of external stakeholders, to deliver innovative and effective events and communications activities.

This post will provide support for Academy events, both in planning, organising and evaluating events, as well as supporting related print production, digital content development and social media activity. The role will also involve supporting digital communications to ensure our website and social media activities effectively communicate key message to our priority audiences.

The post is in the Communications team which is part of the wider corporate affairs directorate. The post reports to the Communications and Engagement Manager with additional supervision and reporting to the Corporate Affairs Manager for some events

### Key tasks and responsibilities

#### *Events*

- Work with the Academy's network of regional champions to plan and deliver a programme of horizon scanning workshops.
- Plan and organise events about biomedical science that effectively engage and inspire public and professional audiences.
- Support the delivery of workshops that engage patients, the public and healthcare professionals in discussions about key issues arising from biomedical science.
- Plan and develop events and activities to support researchers to develop communication skills.
- Research and identify potential speakers and participants for events.
- Coordinate logistics, marketing, digital promotion and booking for events
- Broaden the Academy's reach by using social media during live events.

### ***Digital communications***

- Work with the Communications and Engagement Manager to deliver the Academy's digital communications strategy.
- Support staff across the organisation to write and develop high quality content for the Academy website.
- Daily website management to ensure content is fresh, interesting, accurate and meets the needs of key audiences.
- Monitor and report website and social media activity, providing regular and timely updates on analytics.
- Post news stories, blogs and responses on the Academy's social media accounts.
- Implement social media campaigns for the launch of Academy reports, grant schemes and other projects as required.

### ***Content production***

- Scope and produce digital content for policy and career development events, projects and campaigns such as blog posts, infographics, podcasts and videos.
- Assist in the production of printed publications and marketing literature.
- Assist in the development of webinars and live streaming events
- Scope and organise photo shoots.

### ***Diversity and inclusion***

- Champion diversity and inclusion across Academy communications activities.
- Support staff to develop communications that reflect the diversity of medical science.

## The person

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### ***Education, qualifications, knowledge***

Degree or equivalent in science or communications	Essential
Post graduate qualification in science communication	Preferred
Interest in science communication and insight into the way the media works	Essential

### ***Skills***

Good written and oral communication skills	Essential
Digital content production (websites, video, audio, images)	Preferred
Ability to communicate complex information effectively	Essential
Ability to identify and translate interesting stories from research findings	Essential
Ability to build effective relationships quickly and inspire trust	Essential
Ability to manage multiple long and short term projects	Essential
Ability to work under pressure to short deadlines	Essential

### ***Experience***

Working in an office environment	Essential
Working with academics and researchers	Essential

### ***Key Competencies***

Participates in discussions confidently making appropriate contributions	Essential
Takes responsibility for making effective plans and decisions directly related to own work and is aware of the possible impact on others	Essential
Considers the differing needs of others and adapts communication style accordingly	Essential
Responds positively to requests for help from internal and external colleagues	Essential
Demonstrates motivation, determination and persistence even in difficult situations	Essential

## The offer

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<b>Position</b>	Communications Officer (events) Full time, permanent
<b>Location</b>	41 Portland Place London W1B 1QH
<b>Remuneration</b>	£26-28,000 per annum
<b>Annual leave</b>	29 days per annum plus bank holidays (pro rata for part time staff)
<b>Pension</b>	The Academy contributes 7.5% of gross salary to a Legal & General scheme, with an employee contribution of 3%.
<b>Life assurance</b>	3 x annual gross salary
<b>Staff lunch</b>	Free hot lunch available to staff on site Monday – Thursday
<b>Season ticket travel loan interest free</b>	Available to all staff after completion of probationary period
<b>Family friendly benefits</b>	A range of enhanced benefits

## Key dates

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Closing date for completed applications

09.30 BST, Monday 7 August 2017

First interview

Tuesday 15 August 2017