

Job Description:

Communications Officer

Job Purpose:

To build loyalty with our supporters through the production of fully integrated supporter communications. These include Believe (our magazine for brain tumour activists), Latest News, e-news, research updates, and other external and internal communications. You will bring editorial excellence to these publications and to website copy.

Reports to:

Communications Manager

Direct Reports:

None

Location:

The position is a full time, permanent contract, based at our Head Office in Milton Keynes

Skills and Experience:

- Proven project management in order to work across the organisation to provide relevant content to supporter communications
- Demonstrable excellence in copywriting and editorial skills
- Understands importance of brand and producing powerful and engaging content that delights and inspires our loyal supporters
- Prepared to converse sensitively and empathetically with members of the public who may be going through current or recent traumatic experiences
- Evident commitment to work beyond the traditional nine to five to meet deadlines, adapting quickly to shifting priorities and a demanding workload

Main duties:

- Work with the Communications Manager to write, edit, and proofread Believe, our flagship publication for brain tumour activists in order to celebrate, motivate and inspire existing and new supporters, maximising awareness, fostering engagement and loyalty, and driving income
- Ensure a consistent brand message and tone of voice appears in all written output, working to ensure consistency and compliance across other teams as and where necessary

- Work with the Communications Manager to write engaging marketing copy for our weekly e-news bulletin
- Work with the Communications Manager to identify articles for Latest News, writing and publishing each day, selecting relevant images and complementary other reading
- Develop strong working relationships with third parties (designers and printers and other suppliers)
- Generate weekly and other specific activity reporting
- Join team meetings and provide honest and constructive input where required / appropriate
- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all contact and conversations with supporters are correctly entered onto Brain Tumour Research's database
- Ensure that all relevant charity and other legislation is complied with
- Comply with Brain Tumour Research's internal policies as appropriate
- Undertake any other reasonable duties as required by the Head of PR & Communications and the Leadership Team