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JOB DESCRIPTION:

Events and Communications Officer

Hours	Full Time – 37.5 hours per week
Location	1 Wimpole Street, London, W1G 0AE
Reports to	Communications Manager
Accountability and key relationships	The Event and Communications officer will work closely with colleagues in all THET teams; with external colleagues working with THET; with health institutions; and with other key stakeholders.
Salary scale	£24,970 - £28,091 gross per annum (depending on experience)
Length of contract	Permanent

About THET

Today, one billion people will never see a qualified health worker in their lives.

For over twenty-five years, THET has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We do this by leveraging the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges and clinics in the UK and those overseas.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past seven years alone, THET has reached over 84,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

About the Role

We are looking for a motivated and multi-skilled events and communications officer to play a key role in improving the way we communicate with all our target audiences, and in particular with health care professionals.

Responsible for developing and delivering communications products that support our priorities, you will advise on messages and approach utilising a range of channels and techniques (print, digital, social).

You will manage products - such as our member newsletters, annual report - from concept through to distribution, developing and improving these so that they enhance the THET brand and represent best practice.

You will have strong event management skills with an ideal minimum of 2 years' related experience. Experience of managing external suppliers including sponsors and venues is crucial to successfully fulfil this role. You will need to be a diplomatic and confident verbal communicator who is able to stay calm in busy environments.

This is a wonderful opportunity to bring your events knowledge and strong team working skills to our small but dynamic team.

Main duties:

- Work proactively with programme teams, both in the UK and overseas, to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress and impact.
- Support programme teams to produce effective publications and other knowledge products to communicate key lessons learnt and good practices. Ensure that these products are well presented, tailored for the identified audience, informative, clear and concise.
- Maintain and update the THET's website with relevant and current project related information products in order to raise awareness about THET's work and to ensure transparency and accountability in the public domain.
- Working closely with the Communications Manager, manage and develop THET's regular communications products - such as our monthly e-bulletin and annual report.
- Develop and maintain a photo database that contains images expressive of the issues, actions and results THET is working on.
- Develop and maintain a THET events calendar, ensuring that major events are identified early; support senior management and relevant programme teams to develop and manage messages and supporting information material to ensure the success of major events.
- In close collaboration with the Communications Manager, plan, implement, and promote the THET's Annual Conference and other events.
- Aid with the planning and development of existing individual donor fundraising campaigns.

Person Specification

Essential

- Degree in communications, media, events management, international development, global health or related field.
- Experience in event management or coordination
- Excellent writing, copywriting and editing skills and a demonstrated ability to clearly communicate complex information in plain English.
- Demonstrable time-management and organisational skills
- Competent with office software packages, including PowerPoint, Excel, basic design software and content management systems.

Desirable

- Demonstrated experience in developing content that clearly communicates international development ideas and experiences for media, web, print production, and audio-visual productions.

- Experience in managing the production of printed materials.
- Competent with using design software packages, including InDesign.

Key competencies

- **Communication skills** : ability to speak and write clearly and effectively; listen to others, tailor language, tone, style and format to match the audience; demonstrate openness in sharing information and keeping people informed; analyse complex information, draw out the key points and issues and present these in a way that can be easily understood.
- **Ability to work with minimum supervision** to identify information and knowledge sharing opportunities and to engage a wide range of colleagues in realising these opportunities.
- **Planning and organising ability** to develop clear goals that are consistent with agreed strategies; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Desire to learn new creative skills**
- **Teamwork**: Work collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; builds and sustains relationships with key constituents.

What we offer:

- 25 days annual leave plus 3 days winter closure between Christmas and New Year
- 5% pension contribution when Employee contributes 3%
- Cycle to work scheme
- Child Care voucher scheme
- Subsidised lunch canteen
- A friendly, supportive work environment

If you are interested, please send your CV and Cover letter to Jobs@thet.org

Closing date: Sunday 30th September at midnight.

Interviews: Week commencing 8th October 2018.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.