

COMMUNICATIONS OFFICER JOB DESCRIPTION | THET

Hours	Full Time – 37.5 hours per week
Location	Currently all staff are working remotely. We are open to applications from across the UK. THET have a Central London office for those able to commute.
Reports to	Communications Coordinator
Salary scale	£25,970 - £28,970 inclusive of London weighting (Offer to be made dependent on experience & skill set.)
Length of contract	Permanent

ABOUT THE ROLE

THET is a well-established charity that has been operating for over 30 years and is ever-expanding its external engagement portfolio and the organisation's visibility. This is a fantastic opportunity for someone a passion for Communications, Social Media and Media engagement to gain hands on experience in a fast paced and dynamic global health charity. In this position you will gain project management, digital and marketing skills and will work with external suppliers including graphic designers and PR agencies.

Reporting to our Communications Coordinator and working closely with a highly supportive team of colleagues from across the organisation, the post holder will excel in written English, creative communications outputs and audience engagement.

If you are a creative person with strong professional skills, a committed team player and excellent communicator who loves the fast-paced nature of Communications then this is the role for you! A talented self-starter, you will be joining a five-person External Engagement Team who are dedicated to THET's mission of ensuring everyone everywhere can access quality healthcare.

If you have a passion for clear, inclusive, and accessible communication as well as the development of digital communication channels and content, then we would love to hear from you!

ABOUT THET

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

Since 1988, THET has been working to change this. 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.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas. In the past 15 years alone THET has reached over 200,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions. You can learn more about our work on [our website](#).

MAIN RESPONSIBILITIES:

DEVELOPING ENGAGING AND RESPONSIVE COMMUNICATIONS OUTPUTS:

- Ensuring our social media presence - on Twitter, Facebook, LinkedIn, Instagram and YouTube – is up to date and engaging.
- Maintain and update THET's website with relevant and current project related information and 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 Coordinator, manage and develop THET's regular communications products - such as our monthly e-bulletin and social media content.
- To support wider communications activity across the team when required including presentation and briefing note development.
- Support the development of campaigns and advocacy initiatives including the development of the Health Action for All (HEAL) campaign and MP engagement strategies alongside the Policy & Learning Team.
- Work the Communications Coordinator to maintain accurate records in our contacts database of mailings sent through MailChimp.

DEMONSTRATING THE IMPACT OF OUR PROGRAMMES AND PROJECTS

- Work proactively with colleagues both in the UK and overseas, to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress and impact.
- Work with staff across THET to plan, draft, edit, proofread, and approve email campaigns and updates sent through MailChimp to ensure they accurately reflect the organisation’s brand and house style and the balance of our work.

EXPANDING OUR MEDIA ENGAGEMENT

- Develop case studies, identify and prepare stories for the media and empower people to share their experiences.
- Translate complex policy reports and research outputs into compelling stories which gain news and PR coverage.

Experience and Expertise

- A solid understanding of the digital landscape and social media with experience of generating digital-first coverage and amplifying communications and campaign messages creatively in the digital sphere.
- Proven ability to write succinct and engaging copy that communicates complex information in a lively and accurate manner, and demonstrable experience of successfully editing and proofreading copy written by others.
- Excellent written English and proven ability to write for different audiences including our Health Partnership community, the public and key external stakeholders and donors.
- Ability to deliver high quality and accurate work on time in a pressured environment, and to work to competing deadlines.
- Experience of managing, or assisting with managing, projects which involve the development of content.
- Interest in using film to communicate an organisation’s activities and an understanding of how to plan and produce short films.
- A meticulous and methodical approach to tasks and an eye for detail.
- Demonstrable experience of identifying and liaising with key stakeholders.
 - Strong awareness of sector trends, willingness to innovate, and the ability to generate new ideas and bring them to fruition.
- Excellent organisational and time management skills to manage multiple priorities concurrently.
- Excellent team-working, collaboration and problem-solving skills.

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; adhere to the highest ethical standards.
- 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.
- Teamwork: Ability to 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; keeps relevant team members updated on progress and challenges.

Person specification	Essential	Desirable
Qualifications	- Educated to degree level in marketing, communications, international development, global health or a relevant discipline.	- Training in communications or related area.

Experience	<ul style="list-style-type: none"> - Experience using web content management systems and social media platforms. - Demonstrable experience of using Mailchimp or a similar email tool. - Experience in using Wordpress or similar website platforms. 	<ul style="list-style-type: none"> - Experience of working in an NGO or Health Care organisation. - Experience of campaign communications and advocacy.
Knowledge	<ul style="list-style-type: none"> - Knowledge and experience of the global health sector. - Knowledge of key social media and digital content trends. 	<ul style="list-style-type: none"> - Knowledge and experience of global health and the UK health sector.
Skills	<ul style="list-style-type: none"> - Ability to self-direct and self-start, to work well under pressure, and to tight deadlines. - Strong writing and proof-reading skills. - Strong communication and presentation skills. - Adaptability and initiative. 	<ul style="list-style-type: none"> - Experience of Adobe Creative Suite, Wix and AirTable, or similar.

What we offer:

- 25 days annual leave (pro-rata) 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
- A friendly, supportive work environment

How to apply:

To apply for this role please send your CV and a cover letter (no longer than one-page) to jobs@thet.org by midnight on Sunday 5th July 2022.

Interviews will aim to take place in the week commencing 11th July 2022. THET is an equal opportunities employer.

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