

we're hiring!



■ **JOB PACK**

Please send your CV and Cover Letter to
jobs@thet.org

COMMUNICATIONS COORDINATOR



Employment Opportunities

This is a fantastic role for an ambitious communications expert with an excellent eye for detail and who enjoys managing a diverse portfolio of work.

You will be at the heart of our ambition to grow THET's visibility with external stakeholders and communicate across the THET team, Trustees, and supporters.

THET

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

For more information about the recruitment, please visit: www.thet.org



Hours	Full Time – 37.5 hours per week
Reports to	Head of External Engagement
Accountability and key relationships	The Communications Coordinator will work closely with colleagues in all THET teams; with our external partners, health institutions, and other key stakeholders. They will be directly responsible for managing the Communications Officer.
Salary scale	£30,510 to £35,683
Length of contract	Permanent

Here are the top three things we think you can be excited about:

- The autonomy to try out new ideas and build on work which has established THET with an enviable reputation across the NHS, the wider health community, and with partners in low-and middle-income countries.
- The stimulation of working as part of a team that is working across income generation and events, communications, campaigns, and digital transformation, a team that is growing and set to grow further.
- The chance to work with a series of committed existing funders, such as Health Education England and the Bill & Melinda Gates Foundation, and with some of the most talented individuals working in healthcare globally.





COMMUNICATIONS COORDINATOR

About the Role

The Communications Coordinator has significant responsibility and accountability across various tasks and with diverse external stakeholders across the UK government and global health community.

Overseen by the Head of External Engagement and working closely with the Communications Officer, the Communications Coordinator will have the responsibilities in the following areas:

Strategic Communications:

- Work closely with the Head of External Engagement and the Communications Officer to manage the global communications function.
- Work proactively with programme and grant teams, both in the UK and overseas, to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress and impact.
- Manage ongoing reporting of active projects and mapping of communication activities.
- Build the capacity of THET's staff to collect communications material for different audiences, including the public, through training, mentoring, and establishing systems.
- Represent THET in external forums to help raise our profile and ensure THET's voice is heard.
- Contribute to strategy development.





COMMUNICATIONS COORDINATOR

Creative resources and brand:

- Develop THET's brand and communications materials, including proofreading, editing, design, and dissemination.
- Manage our social media presence - on THET's Pulse platform, Twitter, Facebook, LinkedIn, and YouTube – ensuring it is up to date and engaging.
- Work closely with the team, manage and develop THET's regular communications products - such as our monthly e-bulletin, social media content, and annual report.
- Work closely with the team to ensure all materials, including jointly branded ones, comply with our brand guidelines.
- Create infographics and other visual content for online and print.
- Manage the external design, editing, printing, and project management for corporate publications.
- Take a leading role in the marketing, content creation, and development of THET's growing event portfolio.
- Support the fundraising outputs, including the production of donor communications and the biannual fundraising campaign.

Team development:

- Line-manage the Communications Officer
- Support the identification of funding and development opportunities for the External Engagement Team.
- Contribute to thought leadership across THET through external and internal forums.
- Manage projects where appropriate, including through the HEE SLA and Bill & Melinda Gates Foundation programmes of work.

PERSON SPECIFICATION

Essential

- Degree in communications, media, events management, international development, global health, or related field.
- Demonstrable experience in developing inclusive content that communicates complex and often challenging concepts in international development ideas in clear ways.
- Experience in media, web, and print production.
- Experience working for an international or health-related NGO.
- Excellent writing, copywriting, and editing skills and a demonstrated ability to communicate complex information in plain English.
- Demonstrable time-management and organisational skills.



Desirable

- Experience in event management or coordination.
- Experience in managing the production of printed materials.
- Competent in using design software packages, including InDesign.
- Experience in line management.



COMMUNICATIONS COORDINATOR

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.
- Ability to develop clear goals that are consistent with agreed strategies; adjustments of plans and actions as necessary; use time efficiently.
- Teamwork: work collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; willing to learn from others; build and sustain relationships with key constituents.

What we offer:

- 25 days annual leave plus 3 days of 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.





ABOUT THET

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



THET is a charity and company limited by guarantee registered in England and Wales.

www.thet.org