We’re looking for a Science Communications Manager to join our team

Salary: Circa £41,000

Base: Central Edinburgh

Hours: Permanent. The working week will be 35 hours with core working hours between 10am - 3pm, Monday to Friday, with a one-hour lunch break. A flexible working policy is offered. The office is open from 7am – 7pm daily and we are currently undergoing a test of hybrid working. All full-time, office-based staff will be required to work at least two days per week in the office.

Benefits: Pension scheme with a 10% employer contribution. 33 days’ paid holiday annually, plus four public holidays as paid leave days over Christmas and New Year. A Cycle to Work scheme is available.

Who are we? Worldwide Cancer Research is the UK charity that will end cancer by starting cancer cures worldwide.

Sadly, 1 in 2 people in the UK will be diagnosed with cancer in their lifetime. For us, that’s 1 in 2 too many.

Being a charity of currently 44 employees allows us to be open, honest and personal with our supporters. Everyone who works for the charity plays a significant role – without them we wouldn’t exist.

Worldwide Cancer Research is a small charity with an immense ambition – to end cancer by starting new cures. We find and fund discovery research to start new cancer cures around the world, and we are committed to opportunity without barriers. All applicants will receive equitable, fair treatment, and we have pledged to ‘Show the Salary’- because our team members are at the heart of everything we do.
We welcome applications from all communities to help build an inclusive team - as diverse as the scientific community we fund and the families whose lives we impact.

Scientists across the world are ready to conquer cancer. To help start more cancer cures and save lives, we are looking for a Science Communications Manager to join the Research Team at Worldwide Cancer Research, to lead the team responsible for delivering creative and engaging scientific content.

**Key information about the role**

In this role, you will have the opportunity to lead annual planning of science communication activities and play a significant part in the successful delivery of cross-team projects that are crucial for the charity to achieve its ambitions. The Science Communications team is a core function for the charity, so you will work with colleagues across the organisation – particularly those in Marketing and Fundraising. You will have the chance to manage a team with a strong track record of producing high quality communications; exemplified by a nomination as a finalist for Charity Writer of the Year in the 2021 Medical Journalists’ Association Awards.

**How to apply**

- Please email your tailored CV (no more than two pages) with a covering letter outlining your suitability for this role to: recruitment@worldwidcancerresearch.org

- Closing date is Monday 28 March 2022 at 12 noon.

- Interviews will be held w/c 11 April 2022.

- Please note your covering letter will be key to the success of your application.

**Additional information**

Worldwide Cancer Research will hold applicant data on file for six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

For administrative purposes, please state where you first saw this job advertised.
Please view our recruitment privacy notice at
https://www.worldwidecancerresearch.org/our-organisation/careers-at-worldwide-cancer-research/

Job Description:

Post: Science Communications Manager

Responsible to: Director of Research

Responsible for: Science Communications Team

Key contacts/relationships:
External: Funded Researchers, Agencies, Journalists
Internal: Research Funding Team, Marketing and Fundraising Directorate

Purpose
As Science Communications Manager, you will lead the team responsible for delivering creative and engaging scientific content, for both internal and external audiences, to promote the charity’s research and impact, fundraising initiatives, and brand. Reporting directly to the Director of Research, you will oversee the day-to-day operational work of the Science Communications team, taking responsibility for the generation and management of scientific content, ensuring its accuracy in all the charity’s communications, and demonstrating the impact of our research funding to our supporters to show that we are making significant progress in our mission to end the suffering caused by cancer. You will also ensure your colleagues understand and remain informed about the funded projects and be the charity spokesperson on the research funded by the charity and cancer research more broadly.

Key responsibilities:

Delivering inspiring content
- Develop an in-depth knowledge of the charity’s research portfolio (active and historical grants) and identify the most exciting and innovative research to inspire our different audiences.
• Oversee the production of engaging scientific content, which will bring our brand values to life, for all communication channels, including printed resources, website and digital, and marketing and fundraising materials.
• Monitor and report on performance of external communications, with the support of the Digital Manager and the Communications and Content Manager, to put in place impactful changes that support the charity’s Content and Search Engine Optimisation strategy.
• Oversee the identification of newsworthy research stories and the production of press releases by the Science Communications team to generate high-quality media coverage.
• Act as a scientific spokesperson for the charity in the media, including TV and radio, and at fundraising and marketing events.
• Ensure delivery of an internal training programme for all staff so they are well briefed on the research we support and its impact, are confident in talking about it, and can inspire our supporters.

Outputs, outcomes, and impact
• Lead on planning and delivery of an ongoing analysis of the charity’s research funding; aiming to retrospectively assess the charity’s impact while future-proofing the ability to identify outputs, outcomes and impact of the research, for use across the charity’s communications.
• Monitor the effectiveness of the charity’s Open Access Publishing policy and manage the charity’s relationship with the public-facing database, Europe PubMed Central.
• Work closely with the Research Funding Manager to build an effective relationship with contacts at LifeArc (Intellectual Property portfolio managers), ensuring they are provided with the information they require to manage and protect the IP derived from the charity’s research funding, and that the charity receives an appropriate share of any resulting revenue.

Relationship management
• Build lasting relationships with funded researchers to enable the long-term follow up of grants which demonstrate the charity’s impact.
• Develop close working relationships with key colleagues across the charity, in particular the Brand and Communications team to understand their science communication needs and deliver the content required.
• Maintain and develop good working relationships with key people at our external agencies to ensure effective delivery of an integrated communications’ plan.
• Work closely with the Research Funding team, ensuring that the Science Communication team acts as a bridge between the Research Directorate and the wider charity.

Management and leadership
• Manage the work of the Science Communications team to ensure delivery of high-quality communications and individual projects delegated through the directorate planning process.
• Effectively train, coach, and develop the Science Communication Officer.
• Proactively seize opportunities to ensure our research is central to all external communications.
• Develop an integrated communications’ plan, including digital content, with the Brand and Communications team and lead on delivering inspiring scientific content.
• Ensure that our science messaging remains responsible and accurate, including editing the work of others as required.

Wider responsibilities:
• Stay abreast of developments in cancer research at a national and international level and react accordingly.
• Keep up to date with science communications and fundraising and marketing developments within the medical research charity sector.
• Proactively network to build relationships with other cancer research funders to identify opportunities for collaboration and co-funding.
• Provide support to other colleagues within the Research Directorate when required.

Supervision of staff
Line-manage direct reports providing strategic direction, support and coaching, clear objectives and constructive feedback on performance. Conduct staff supervision duties
including, but not limited to, recruitment, appraisal, dispute resolution, attendance monitoring, risk assessments etc. as described in the charity’s policies and procedures.

**Generic information for all roles**

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of the role.

- It is expected that every job description will be subject to an annual review. In addition, posts may be reviewed where there is a change in the requirements of the charity.

- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties, upholding the charity’s values.

**Person specification:**

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<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Educational attainment</td>
<td>Higher degree (MSc, PhD) in a biomedical related research field.</td>
<td>Higher degree in cancer research.</td>
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<td>Science Communications qualification/training.</td>
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<td>Experience required</td>
<td>Significant, proven experience of communicating complex research and science topics in an engaging and inspiring way to specific audiences, and through a wide range of content styles and communication outputs (digital, print, marketing materials, public speaking etc.)</td>
<td>Practical cancer research experience.</td>
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<td>Experience producing press releases for scientific research with a track record of generating national media coverage.</td>
<td>Familiarity with Google Analytics and how to measure and report on the effectiveness of communication outputs.</td>
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<td>Understanding and awareness of producing content for social media through direct work experience with</td>
<td>Understanding of the essentials for search engine optimisation (SEO).</td>
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<td>Experience of working with the media as a</td>
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<td>IT experience</td>
<td>Proficient in MS software.</td>
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<td>Skills and aptitudes required</td>
<td>Proven excellent communication skills both written and verbal, able to communicate effectively with a wide variety of audiences including researchers, staff and senior stakeholders. Can work independently, prioritising own workload, but can take direction. Excellent planning and organisation skills. Ability to clearly communicate, and manage roles and responsibilities, within a team. Excellent interpersonal and team-playing skills and the proven ability to build effective working relationships with colleagues at all levels and with external contacts. A creative mind-set. Confidence, resilience and the ability to remain calm under pressure.</td>
<td>spokesperson e.g. radio and TV interviews. Experience of editing the work of others and providing constructive feedback. Experience of line managing direct reports or coaching and developing others. Experience with team operational planning and contributing to wider Business Plans.</td>
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<td><strong>Interests</strong></td>
<td>Interest in charity work.  Drive, enthusiasm and passion for the charity's vision, mission and strategy.  Desire for professional development.</td>
<td><strong>Knowledge of Worldwide Cancer Research.</strong></td>
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<td><strong>Other requirements</strong></td>
<td>Ability to travel throughout the UK and Europe if required for meetings/key events.  Commitment to attend training courses to update knowledge and skills.</td>
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