

Job Description for Public Engagement Officer

Job title: Public Engagement Officer

Accountable to: Head of External Affairs

Salary: £ 25,000 – £30,000

Location: BSI head office, Holborn, London

Hours: Full time, 35 hours per week, office-based with some travel

The British Society for Immunology (BSI) is a dynamic membership organisation and a Learned Society, whose mission is to promote excellence in immunology research, scholarship and clinical practice for the benefit of human and animal health. With over 3,500 members, we run scientific meetings across the UK, publish two science journals, and award grants and bursaries. The BSI also engages with external audiences through our communications, policy, partnership, careers activities and public engagement work.

Scope and purpose of the role

The Public Engagement Officer will be responsible for the development and execution of all public engagement activities for the Society, supporting our members' involvement in this area, as well developing and implementing activities and resources aimed at a lay audience. Additionally, this role will co-ordinate the development of our new project to enhance healthcare worker knowledge of vaccines to help increase uptake.

The BSI is an influential and authoritative voice for immunology, a dynamic field which is seeing new therapies (such as novel vaccines and cancer immunotherapies) now come into the clinic after many years of innovative research carried out by UK labs. We are looking for a public engagement professional with a good understanding of the current engagement landscape and strong project management skills, who can use their experience to drive our work in this area to promote knowledge and understanding of immunology. Working with the Public Engagement Secretary, the role holder will lead our public engagement work in line with our strategy, working on both digital content and face-to-face engagement. The role-holder will also play a key part in supporting the development of our healthcare worker training scheme to provide extra guidance to these individuals on how vaccines work and how to answer commonly-asked questions from patients.

This creative role is ideally suited to a proactive and organised graduate/postgraduate, with previous experience in engaging with a wide range of audiences and a demonstrable interest in science, who is looking to build up engagement experience in the science and health sectors.

Main duties of role

Strategic development

- To execute an ambitious public engagement plan, working with the Head of External Affairs, to support the BSI's mission and deliver on our current strategy
- To work with the Head of External Affairs, and in collaboration with the BSI Public Engagement Secretary and Chair of Forum, to ensure public engagement activities support and deliver on the Society's strategic priorities and themes

Public engagement activities

- To horizon scan and identify public engagement opportunities for immunologists
- To work with the BSI's Public Engagement Secretary to engage with the membership to encourage and support their involvement in public engagement activities, including running training courses
- To keep up-to-date with relevant developments and networks in science public engagement
- To deliver the day-to-day management of ongoing public engagement schemes aimed at our members, including our Communicating Immunology Grant
- To develop resources to aid the public's engagement with, and knowledge about, immunology. This includes digital, print and interactive resources
- To organise the BSI's involvement in face-to-face engagement activities, including co-ordinating our participation at science festivals etc
- To ensure thorough evaluation of all public engagement activities
- To represent the BSI at external science meetings and events, including our annual Congress and events aimed at the public, which may involve national travel and weekend working

Healthcare worker engagement activities

- To provide project co-ordination support to our new venture to develop a training course (and related resources) for healthcare workers to educate them about how vaccines work and how to answer commonly asked questions. Responsibilities will include:
 - To create and deliver project work plans and revise as appropriate to meet changing needs and requirements
 - To oversee day-to-day operational aspects of the project
 - To work closely with our Education & Careers Officer and external suppliers to develop the course content and supporting materials
 - To work closely with relevant stakeholders to ensure effective and efficient implementation of the project
 - To oversee evaluation of the project to assess success
 - To undertake other project tasks as required

Networking and collaboration

- To maintain a network of key external relationships and work with the Head of External Affairs to maintain a thought leadership position within the sector
- To independently represent the Society at meetings with external organisations and stakeholders

- To identify opportunities to create new initiatives to engage the public and healthcare professionals, partnering with other charities and science bodies to increase our reach

Communications

- To provide detailed reports and evaluation to the Public Engagement Secretary, trustees and Forum on the success of our public engagement initiatives
- To respond to enquiries received by the public engagement team
- To work with colleagues in communications to keep members informed of our public engagement work. This includes updating our website, producing articles and organising sessions at our conferences

Other responsibilities

- To undertake any other reasonable duties which may arise occasionally, and which are commensurate with the general level of the post and as requested by the Head of External Affairs
- To represent the BSI at external events, which may involve national travel and occasional weekend working

Person specification

Education and experience

Essential

- Graduate or postgraduate (ideally in a bioscience/healthcare discipline)
- An understanding of the need for and benefits of public engagement with research and knowledge of good public engagement practice
- Strong level of IT literacy

Desirable

- Additional academic qualification in science communication
- At least one year's experience of working in the public engagement sector
- Knowledge of the public engagement landscape relevant to the immunology sector
- Knowledge of membership organisations and learned societies
- Experience of running events and managing volunteers
- Experience of working with committees

Essential skills for this role

- Excellent interpersonal skills, with ability to build relationships with wide variety of people from academics to healthcare workers and the public
- Good organisational and workload management skills, with meticulous attention to detail
- Strong project management skills, with ability to work independently across multiple projects and overlapping deadlines
- Excellent written and verbal communication skills with the ability to communicate effectively in a wide range of media and to diverse audiences
- Ability to represent our organisation at external events, particularly those aimed at the public
- Highly self-motivated, capable of working independently as well as collaboratively

- Calm and organised with ability to prioritise
- Demonstrates positive and collaborative attitude to all aspects of work
- Willing to 'go the extra mile' to help others and themselves achieve goals
- Demonstrates exceptional customer service
- Willingness to travel in the UK and to work some weekends, with time off in lieu.

Desirable skills for this role

- Experience of working in a science or healthcare environment

How to apply

Please carefully review the job description and competencies before sending a CV and cover letter outlining your suitability for the role to hr@immunology.org by Monday 3 June 2019. Interviews will be held on Monday 10 June.

Unfortunately, due to the volume of applications that we receive, it is not possible to respond to all applicants individually. We request no contact from agencies.