

Job Description for Research Communications Officer

Job title: Research Communications Officer

Accountable to: Head of External Affairs

Salary: £25,000 - £30,000

Location: We have a London office in Holborn but all staff are currently working from home. We are reviewing our ways of working, with a likely move to a mix of office and remote working.

Hours: Full time (5 days a week), 12-month fixed-term contract

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. We are an influential and authoritative voice for immunology, a dynamic field at the cutting-edge of biomedical science. With over 4,200 members, the BSI runs scientific meetings across the UK, publish three scientific journals, award grants and bursaries and carries out significant policy and public engagement work.

Scope and purpose of the role

This creative and busy role will work on a specific new and ambitious project, aimed at bringing together a national consortium of immunology. It is an excellent opportunity to build your research communications experience on an exciting, fast-moving and impactful project. We are looking for a research communications professional with a strong understanding and passion for science who can use their skills to deliver the communication elements of this new project.

The Research Communications Officer will be responsible for executing the consortium's communications activities on several different fronts and to a diverse range of audiences including scientists, the media, policymakers and the public. This role will lead on internal communications, external communications to the wider immunology community and public, and engagement with the media. There will also be a particular focus on online engagement and this role will be responsible for maintaining the consortium's website and social media presence as well as actively seeking out new opportunities to promote the consortium's achievements.

The role is ideally suited to an intelligent and organised graduate/postgraduate, with excellent interpersonal skills and a solid understanding of science, who is looking to build up their experience in research communications.

Specific duties and responsibilities

- Develop a strong knowledge of the relevant UK immunology sector and build relationships with key researchers working in this area.

- Working closely with the consortium's management and operations groups to develop and deliver internal communications across the partners of the consortium, with an emphasis on engagement and inclusivity.
- Write accurate, engaging and targeted copy for a range of audiences across a range of channels.
- Day-to-day responsibility for developing, monitoring and maintaining the consortium's website, ensuring it is updated with timely, interesting and relevant content.
- Oversee the design and production of communications materials to ensure they conform to the consortium's brand guidelines.
- Proactively seek and exploit opportunities to promote the consortium's outputs, activities and achievements through a variety of outlets.
- Translate complex scientific findings to produce engaging, clear and impactful research content targeted at a range of audiences.
- Carry out the day-to-day running of the media office for the consortium, including handling journalist enquiries, producing press releases/statements, identifying media spokespeople.
- Operate social media and communication tools on behalf of the consortium and create engaging digital content, such as videos and imagery.
- Work closely with the wider BSI communications team to ensure the UK immunology community can engage with the work of the consortium.
- Be an active member of the consortium's operations group.
- Ensure proper evaluation of all communications activities, including website analytics, monitoring communications success, and impact reports.
- Maintain a network of key external relationships with communications colleagues at partner organisations and to ensure a co-ordinated approach to maximise impact.
- Independently represent the consortium at meetings with external organisations and stakeholders.

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.

Person specification

Education and experience

- Graduate or postgraduate qualification in science
- Strong level of IT literacy
- Experience with online communications, in particular writing for and editing websites

Skills

Essential

- Awareness of communications principles and how to apply them to meet objectives
- Ability to communicate complex ideas in an accessible and clear manner through a variety of formats
- Excellent copywriting skills and a strong eye for detail

- Familiarity with and use of social media, and with digital content making tools
- Excellent interpersonal skills, with ability to build relationships across organisation and with other stakeholders
- Strong project management skills, with ability to work independently while managing multiple stakeholders
- Demonstrates ability to work with a wide range of internal colleagues and external partners as well as being part of a team
- Calm and organised with ability to prioritise
- Demonstrates positive and collaborative attitude across all aspects of work
- Willing to 'go the extra mile' to help others and themselves achieve goals
- Demonstrates exceptional customer service
- Willingness to travel within UK

Desirable

- Previous research communications experience
- An understanding of health issues, preferably in relation to COVID-19
- Willing to work some weekends if necessary, with time off in lieu.

How to apply

Please carefully review the job description before sending a CV and cover letter outlining your suitability for the role to hr@immunology.org. We will be shortlisting and interviewing candidates on a rolling basis, so please do not delay in applying. The final deadline for applications is **Tuesday 1 September**, but we reserve the right to appoint before this deadline. Secondments will also be considered.

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.