

## Job Vacancy

### Role: Communications Officer

**Salary:** £23,000 - £25,000 pro rata depending on experience (£18,400 - £20,000 pro rata at 29 hours)  
+ 6% pension contribution

**Location:** Bristol

**Contract type:** Permanent part-time 29 hours a week

- 6% employer pension contribution
- 25 days annual leave plus statutory bank holidays
- Employee assistance programme in place with free access to confidential, professional legal and health advice
- Cycle to work scheme

**Meningitis Research Foundation:** (MRF) We are a leading UK and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia (also known as sepsis). It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world, and are set to play a role in developing a new global roadmap to defeat meningitis alongside major international public health organisations.

**The candidate:** We are seeking an experienced communications officer to support the production of our printed literature (design and print), content creation and events, to deliver the charity's mission. The ideal candidate will be creative, proactive and able to work on multiple projects simultaneously. You will bring real energy and drive to a role that also requires attention to detail and flexibly.

**The application process:** The closing date for completed applications is 2<sup>nd</sup> April. Interviews will be held on 7<sup>th</sup> and 8<sup>th</sup> April. Please be available for these dates if shortlisted for interview. If you have any questions or would like to discuss the role further, please contact Rob Dawson 0333 405 6252.

Please return application forms via e-mail to [laurah@meningitis.org](mailto:laurah@meningitis.org) or post to Laura Hardidge at Meningitis Research Foundation, Newminster House, Baldwin Street, Bristol, BS1 1LT. Please be advised that CVs alone will not be considered.

Following receipt of satisfactory references the successful candidate will be able to start work soon after receiving their offer of employment.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

## About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure “no other family has to go through what we have”.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over 30 years we have played an instrumental role in helping to reduce death and impairment from meningitis and septicaemia wherever it exists. To achieve this, our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

We have enabled the initiation of new global roadmap to defeat meningitis by 2030 following a high-level meeting hosted by Wilton Park and organised by MRF in collaboration with the World Health Organisation (WHO). The meeting united experts, patient groups and representatives from countries most affected behind a call for global action. MRF was asked to be part of an expert Task Force by the WHO to take this process forward.

We have also acquired funding to help boost advocacy capacity internationally by helping to strengthening the skills of other patient groups.

More information on MRF can be found in our [2017-2020 organisational strategy](#) and on our [website](#).

## Job Description - Role

### Context

This post is based in our Bristol office and is part of the communications team. You will work across teams supporting a range of outputs from the communications team, with a focus on overseeing printed literature (design and print), content creation and events, to deliver the charity's mission.

### Purpose

MRF produces a range of patient information leaflets, awareness resources and fundraising materials. We also run events across the UK each year. This role will support different teams in the production of printed materials and event logistics. This includes working with designers, printers and venues. The role will also help us produce content, such as written material for a range of stakeholders.

### Reports to

Rob Dawson, Director of Communications, Advocacy and Support.

### Responsibilities

You will be responsible for brand consistency across material and the production of printed publications and products aimed at a range of audiences such as the public, medical professionals, large corporations and scientific communities. You will also be responsible for event logistics at a small number of key events.

### Key Tasks

#### Print

- Ensure brand consistency across all materials. Responsible for ensuring consistency across branded documents produced by other departments/offices
- Support the commissioning and production of printed publications and products aimed at a range of audiences from the public and medical professionals to large corporations and scientific communities
- Design and update materials in-house using InDesign or similar software
- Assist in the delivery of strategic campaigns implemented by the Communications team
- Provide communications support for other departments' activities and events

#### Content creation

- Coordinate the production and curation of content including copy and photos to produce compelling messages that engage supporters and motivate them to act
- Support the communications team to ensure content is updated regularly, coordinating with staff across MRF

#### Planning

- Contribute to the team's annual work streams and weekly timetable
- Be responsible for the publications workflow
- Produce and implement print project briefs
- Help negotiate contracts with external suppliers
- Plan and deliver the charities mailing programme to key stakeholders
- Help maintain the publications financial spreadsheets

### **Events**

- Support the successful running of the charities scientific conference and other events as required.

### **Other**

- Undertake additional tasks, commensurate with status, after consultation and the provision of necessary support and training as appropriate.

## Person Specification

		Essential or Desirable
Training, Experience and Qualifications	Experience of managing print material production	E
	Experience of overseeing brand consistency	E
	Experienced in producing engaging comms materials	E
	Experience of literature distribution (mailings or working with distributors)	E
	Experience managing external suppliers or agencies	E
	Can work as part of a team	E
	Experience supporting events (300+ attendees)	D
Knowledge and Skills	A good eye for design and understanding of brand	E
	Knowledge of print workflow (proofing, signoff etc.)	E
	Able to juggle multiple tasks and work under pressure to meet deadlines	E
	Skilled in writing/editing content	E
	Basic knowledge of Adobe InDesign	E
	Assisted in the production of materials for health professionals	D
	Project management	D
	Knowledge of web-based design tools (such as Canva)	D
	Languages	D

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

## Terms and Conditions - Essentials

### Location

Your normal place of work will be Newminster House, Baldwin Street, Bristol, BS1 1LT with occasional work elsewhere including the UK and Republic of Ireland and potentially further afield depending on the post held.

### Salary

£23,000 - £25,000 pro rata depending on experience (£18,400 - £20,000 pro rata), including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

## Contract Type

Permanent part-time

## Hours of Work

29 hours between 8.00 am to 6.00 pm Monday to Friday. Very occasional unsociable hours.

## Annual Leave

25 days + statutory & public holidays pro rata. The Charity's holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.