

| | |
|---------------------------------|---|
| Job title | <i>Communications and Information Officer</i> |
| Reports to | <i>Operations Director</i> |
| Closing Date | <i>25 October 2021</i> |
| Potential Interview Date | <i>05 or 06 October 2021</i> |
| Pay range | <i>£25,000-£28,000</i> |

The British Polio Fellowship

The British Polio Fellowship is a charity dedicated to supporting and empowering the many thousands of people in the UK living with the late effects of polio and the neurological condition post-polio syndrome (PPS). We provide information, welfare and support to those affected to enable all to live full independent and integrated lives. We also campaign to raise the awareness of PPS more widely, especially among healthcare professionals.

This is an exciting time at BPF and anyone joining the team now will be instrumental in helping the Fellowship grow and develop. Covid 19 has shown the Fellowship how much the polio community need and rely on us. It has also brought previous epidemics into the national focus. The emergence of long COVID has large resonances with post-polio syndrome and we wish to exploit this new understanding of long term disease impact.

Job purpose

We are looking to hire a dedicated communications officer to join our team to fill two main roles. Firstly to search out information relevant to polio survivors, including developments in clinical management of prior polio and post-polio syndrome (PPS), wider information to help polio survivors live well with disability and also on social issues and well-being. Secondly, the role is to communicate that information clearly through a range of media; the Fellowship magazine, its website, online and face to face presentations, and through campaigns and responses to public consultations. We aim to increase awareness of PPS issues across the UK regions, and within different groups such as BAME polio survivors, younger people and older people in difficult circumstances.

The role requires a level of involvement in all internal and external communications

Key Duties

Primary duties

- Research information on relevant issues facing the polio community, including differences across diverse groups
- Write articles for the quarterly Fellowship member magazine, '**the bulletin**'
- Write factsheets and content for the BPF website and circulation to members
- Play a principal role in upcoming projects including the development of a healthcare pathway and a 'signposting' system to help polio survivors access informed healthcare professionals
- Monitor consultations such as from the government and NICE and respond as necessary
- Establish and maintain effective relationships with journalists and maintain the media database.
- Support the work of the Expert Panel and other advisory panels as needed
- Produce and organise the distribution of publicity material

Team support duties

- To assist with the production of the Bulletin including proof reading.
- When needed assist the operations team to manage media relationships and help produce and distribute press releases and monitor success
- Support fundraising bids and the work of the fundraising team
- Support the work of the Trustees and operations team for key projects to be agreed on an ongoing basis. This will include inputting to a communications strategy for key stakeholders such as Partners, Patrons and Ambassadors
- Assist the operations team with events.

Additional Requirements

- Offering a non-discriminatory service, available to all sections of the population which recognises, respects and values diversity of culture and background
- Making a positive contribution to the Fellowship, working within all the policies and procedures of the Fellowship and meeting all responsibilities in accordance with the Staff Handbook
- Attending staff meetings and functioning as a member of the wider team.
- Understanding the need for confidentiality when dealing with both internal and external information
- Flexibility to travel as required by your role
- Flexibility to work outside or in excess of standard hours when necessary to achieve objectives required (TOIL can be taken in accordance with BPF policies)
- Sound knowledge of the Fellowship's service offering specific to role

- Ensuring that you do not compromise the health and safety of others and yourself in the workplace and for co-operating with any legal steps the Fellowship may take to fulfil its obligations under the Health and Safety at Work Act

Person Specification

| Attributes | Essential | Desired |
|---------------------------|--|--|
| Experience | Education to degree level or equivalent experience | Experience in health promotion or disability issues |
| Writing skills | Demonstrated good standard of writing, clear, concise output for a wide range of readers and ages Ability to 'translate' clinical information into plain English | Experience writing information documents for health and well-being areas or disabled communities |
| Searching out information | An understanding of how to search out information on a range of topics, including health, well-being and disability issues Know how to assess the accuracy and reliability of information | Proven ability to search out information from clinical and non-clinical sources Aware of information standards including accessible information principles |
| Communication | Good communication skills over a range of media, written, web-based, multi-media presentation, phone, face-to-face meetings | Experience with presenting to a range of public audiences Demonstrated ability to write persuasive text |
| Office/working skills | Ability to work in a team and with external panels and collaborators Ability to work to deadlines Ability to work independently on projects. Demonstrated competence with PC based software such as MS Office 365 | Experience working with a range of colleagues, both local and remote Experience with MS teams, ZOOM, Familiar with ASI Progress., WIX, Eventbrite , MailChimp, Survey Monkey |

| | | |
|------------|--|---|
| | Good organisational skills | |
| Networking | Be a confident networker, virtually and in person. | Demonstrated experience developing and maintaining professional networks in the UK and globally |

It is the Fellowship's intention that this job description is seen as a guide to the major areas and duties for which the jobholder is accountable. However, the business will change, and the jobholder's obligations are bound to vary and develop, so the job description should be seen as a guide and not as a permanent/definite and exhaustive statement.

To Apply – Further details

Please send a covering letter explaining why you would be a good candidate for this position and a CV (both of no more than 2 pages).

ONLY FULL APPLICATIONS WILL BE CONSIDERED.

Application Deadline:

Interviews:

Only short-listed candidates will be contacted.

BPF is unable to currently sponsor working visas. All applicants must have the right of employment in the UK.

Working at BPF

This is a full-time 5-day week position with the normal working week consists of 35 hours. Location can be agreed during the selection process. Agile working is available following agreement with the line manager. Some travel may be required.

Benefits include: 28 days holiday and pension contributions (following successful completion of the probationary period). The probation period for all permanent appointments is six months.

Equal Opportunities: We are committed to equality of opportunity and welcome applications from all sections of the community. We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please let us know in advance if any adjustments are required.