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Research Communications   
Officer

Position in the Organisation  
This post reports to the Research Communications Manager and works closely with a second Research Communications Officers.

The post sits in the Research and Influencing directorate and works with all Society directorates, but most closely with the Income and Engagement & People directorates. The post holder will liaise predominantly at Officer and Manager levels across the organisation.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

Research is at the core of our ambitious plans as an organisation and is integral to key strategic aims such as driving forward our influencing and fundraising work. The Research Communications Officer will be integral to our growing research programme, effectively promoting our portfolio of over 100 active grants worth £50 million to fundraisers, the media, in printed publications and across our digital channels.

Using their understanding of biomedical research and their excellent communication skills, the post holder will be required to convey complex research content to a range of audiences in a clear and engaging manner. They will assist with the Society’s research media work by developing press statements for national circulation, contributing to articles for trade magazines and by identifying opportunities to proactively publicise research findings. With appropriate training, the post holder will be required to act as a research spokesperson for the Society in print and broadcast media channels.

The post holder will act as a liaison for staff in the Influencing team providing them with accurate and relevant information about the Society’s research activity and the wide research field to support their work. The role is also required to support communications to our funded researchers and the wider dementia research community as well as support for our Income and Engagement teams. e.

We are looking for someone who exemplifies our values, someone who is: **Determined** to make a difference when and where it matters most. A **Trusted Expert** who believes in working **Better Together** and demonstrates true **Compassion**.

Key Accountabilities and Responsibilities

* Responsible for the delivery of timely and accurate research content for internal and external stakeholders
* Responsible for preparing media comments and responses, with sign off for regional media stories.
* Expected to operate with a high level of independence within agreed parameters and limits of authority.

**Other tasks**

**Develop research content for a range of audiences.**

The Research Communications Officer is responsible for the production of timely and engaging research content for use across a range of channels and audiences. Specifically, the post holder will:

* write and commission articles for research publications (newsletters, impact reports, marketing materials)
* produce and maintain research content on the Alzheimer’s Society website, intranet and social media channels
* support the research grants programme with production of communications for grant holders in the scientific community and specific dissemination materials
* maintain and develop research communications channels for internal and external audiences including publications, social media and audiovisual resources
* produce and maintain research lay summaries and marketing content about the research programme for use by fundraising teams
* contribute to the development of novel research communication channels and content

**Support other directorates to use research content**

To support other directorates to utilise fully the research programme in their work, the Research Communications Officer will provide them with regular and accurate information about funded research projects and their outcomes. Specifically, the post holder will:

* Support our Influencing team by providing information and support relating to our research and the wider research community that is relevant to their work
* assist the media team in researching and creating press statements for circulation to the national media
* assist the media team to produce briefings for journalists or media spokespeople dealing with medical or research content
* assist the social media team to develop research focused content for Alzheimer’s Society’s social media channels
* act as a Society research spokesperson in print and broadcast media including opportunities for high profile publicity
* proactively identify opportunities to publicise the research programme and work with the press team to capitalise on them
* assist the media team in writing and editing articles for trade magazines
* liaise with the marketing and publications teams to predict and satisfy the need for research content in Society publications

**Support the activity of the Research and Influencing directorate**

The Research Team manages a portfolio of over 100 active research grants worth over £50 million working over 400 researchers, over 100 Research Network volunteers and several other research funding organisations. The Research Communications Officer will communicate the activities of this busy team to both internal and external audiences. Specifically, the post holder will:

* develop and deliver research seminars and learning resources for staff and volunteers
* visit Alzheimer’s Society services to talk about the research programme
* provide rapid, accurate responses to research enquiries from staff volunteers and members of the public, including the development of standard responses to frequently asked questions
* liaise with funded researchers and members of the scientific and health professional communities
* work with external organisations to promote funding opportunities to the scientific and healthcare professional communities
* contribute to the planning and delivery of the Alzheimer’s Society Annual Conference
* contribute to and attend external research events including conferences
* work as a full member of the research department and provide cover for other members of staff during leave and absence
* to undertake any other duties or projects commensurate with the nature and grade of this post as required

We are looking for someone who can…

* Adhere to all the Society’s service standards, policies and procedures.
* Comply with the data protection regulations, ensuring that information on clients remains confidential.
* Responsible for personal learning and development, to support the learning and development of others and the whole organisation.
* Work in a manner that facilitates inclusion, particularly of people with dementia.
* Implement the Society’s health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
* Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines and reporting requirements.

Person Specification and Selection Criteria

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| --- | --- | --- |
| **Skills & Knowledge** | **Essential (E) or Desirable (D)** | **Application (A) or Interview (I)** |
| Educated to degree level in a relevant biomedical or health discipline or relevant experience | E | A/I |
| A further qualification in communication or journalism | D | A/I |
| Minimum of one year’s experience of working in an office liaising with several teams | E | A/I |
| Experience of writing about scientific content for a non-scientific audience | E | A/I |
| Experience of acting as a spokesperson for broadcast media channels | D | A/I |
| Experience of a UK voluntary sector environment | D | A/I |
| Knowledge of basic science hypothesis-driven research methodology | E | A/I |
| Knowledge of dementia and the related science | D | A/I |
| Able to translate science into lay language | E | A/I |
| Able to communicate, particularly in writing, compellingly, persuasively and credibly with a range of audiences | E | A/I |
| Able to use standard Microsoft Office packages effectively, with excellent keyboard skills | E | A/I |
| Able to use InDesign or other design software | D | A/I |
| Able to plan, prioritise and deliver projects to tight timescales | E | A/I |
| Able to work independently and to take a proactive approach to new projects | E | A/I |
| Able to empathise with people with dementia and their carers | E | A/I |
| Able to work as a member of a team | E | A/I |
| Confident to act as spokesperson on research | E | A/I |
| Confident and able to present to a range of audiences to and lead workshops | E | A/I |
| **Competencies & Personal Attributes** | **Essential (E) or Desirable (D)** | **Application (A) or Interview (I)** |
| Reliable, with good attendance and punctuality | E | A/I |
| Trustworthy, patient, flexible and a good relationship builder | E | A/I |
| Work collaboratively with others, sharing experiences and expertise | E | A/I |
| Build credibility and trust with others by acting openly, professionally and respectfully at all times | E | A/I |
| Open to new ways of working, learning new tasks and skills as required | E | A/I |

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role.

Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

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**Our Benefits**

**Health & Wellbeing**

**Financial Security**

* Group Personal Pensions Plan with Scottish Widows - with up to 8% employer contribution rate
* Life Assurance Scheme - two times your annual salary
* Society Plus and Smart Spending App - giving you unbeatable savings at hundreds of retailers
* Bike Loan Scheme
* Season Ticket Loan Scheme
* BUPA Healthcare Plan
* 24/7 Employee Assistance Programme including online and face to face counselling
* Discounted Gym Membership with Society Plus
* Lived Experience Networks
* Wellbeing Events
* Bike Loan Scheme

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* Annual people awards evening
* Long service awards
* Thank you eCards
* Values Hero and Society Legend Awards

**Personal Development**

* Apprenticeships
* Women in Leadership development programme
* Leadership development programme
* Early career researchers
* Financial support towards relevant professional qualifications and memberships
* Career progression pathways

**Work Life Balance**

**Recognition**

**Family & Dependants**

* Time off work for fertility treatment
* Time off work to support those transitioning
* Enhanced maternity and adoption leave
* Enhanced paternity leave
* Compassionate time off work and bereavement leave
* Time off work for dependants
* Minimum 27 days annual leave plus bank holidays
* Career breaks
* Flexible working