



Job description: Communications and Information Officer

December 2019

Job Details	
Job Title:	Communications and Information Officer
Reports to:	Operations Manager, UKRIO
Full Time/Part Time:	Part time (0.4- 0.6 FTE)
Salary:	£26,000-28,000 per annum (pro rata)
Appointment period:	Indefinite
Current Location:	UKRIO office, Croydon

Job context

The UK Research Integrity Office is an independent advisory body supporting academic, scientific and medical research. UKRIO helps ensure that research is high quality and of high ethical standards, without the need for burdensome regulation or bureaucracy.

We pursue these aims through our publications on research practice, the support and services we provide to organisations, our education and training activities, and by providing expert guidance in response to requests for assistance. For further information, visit [our website](#).

UKRIO is a registered charity, consisting of a small office team, directed by a Board of Trustees with the assistance of an Advisory Board, and supported by a Register of expert volunteers. This post sits within the office team, which: carries out UKRIO's programme of work; provides administrative, policy, research and technical support to the Trustees and Advisory Board; liaises with the organisations that subscribe to UKRIO; and co-ordinates the volunteers that support the work of the charity.

Job purpose

- To plan and deliver communications to key stakeholders, such as UKRIO subscriber institutions, the research community and the general public. The post holder will write, edit, co-ordinate and publish content across various channels, including the website, social media, and print and online marketing materials.
- To plan and implement communications and marketing campaigns for the charity, while progressively improving organisational understanding of what works for different audiences.
- To inform the communications strategy and the wider work of the charity by gathering information on developments in research integrity (both in the UK and elsewhere) and developments in the UK research landscape.

The post reports to the Operations Manager and requires close collaboration with that post, as well as with the Chief Executive, the Trustees and Advisory Board, UKRIO volunteers, and the representatives and members of UKRIO subscriber institutions.

We are offering this post at 0.4-0.6 FTE, which can be worked within standard business hours, Monday to Friday. The post is based at UKRIO's offices in south London but we are open to discussions about flexible working/ homeworking/ jobsharing. The post will involve occasional travel to UK-based research organisations, in particular those that subscribe to UKRIO.

Main duties and responsibilities

- Provide communications and marketing support for the charity, raising awareness of the charity, its work programme and issues of research integrity in general, including:
 - Fielding inquiries from the media, the public and stakeholders including subscriber institutions, service users and the research community, liaising with other UKRIO staff as necessary,
 - Market and raise awareness of the charity's events, including UKRIO's annual conference.
 - Market and raise awareness of specific elements of the work programme, including joint projects with external organisations.
 - Developing, managing and updating content for the charity's website and social media accounts.
- Work with the Chief Executive and others to plan and deliver a communications and marketing strategy for the charity
- Keep abreast of developments in research integrity (both in the UK and elsewhere) and developments in the UK research landscape, to inform the communications strategy and the wider work of the charity.
- Maintain a high level of subscriber and stakeholder satisfaction with the charity's communications and marketing activities.
- Liaise with other UKRIO staff to inform the communications and marketing activities of the charity.
- Ensure that UKRIO fulfils its charitable objectives
- Maintain and further develop good working relationships and effective communication with the organisations that subscribe to UKRIO, ensuring that their needs are understood and appropriate support provided.
- Maintain a high level of subscriber retention and satisfaction with the support provided by the charity
- Source, and liaise with, external communications/marketing organisations as required to deliver the charity's communications and marketing strategy.
- Liaise with and support UKRIO's Trustees and Advisory Board.
- Provide administrative support to internal meetings and working groups, including the preparation and circulation of papers, taking minutes and following up on actions in a timely manner.
- Manage confidential and/or sensitive information in accordance with the Data Protection Act (1998), the General Data Protection Regulation (GDPR) and relevant UKRIO policies and procedures.
- Comply with the charity's Health and Safety policy.
- Maintain external links with national and international bodies and groups in order to keep abreast of changes occurring in the sector.

- Whilst the role will be predominantly based at UKRIOs offices in south London, the postholder will occasionally be expected to travel to other sites, including member institutions, when required. We are open to discussions about flexible working/ homeworking/ jobsharing.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the salary of the post.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable	How Assessed
Qualifications	Undergraduate honours degree or equivalent experience (preferably in Marketing, Media, Communications or Journalism)	E	A
	Postgraduate degree (preferably in Marketing, Media, Communications or Journalism)	D	A
	Project management qualification or equivalent experience.	D	A
Knowledge, Skills and Experience	Experience of working in a communications or marketing role, with proven experience of working on diverse and wide-ranging communication strategies across a variety of different forms of media	E	A/I
	Experience of writing, editing, co-ordinating and publishing content across various channels, including website, social media, and print and online marketing materials.	E	A/I
	Experience of managing of websites	E	A/I
	Experience of measuring the impact of communications products and changing strategies as a result of the findings	E	A/I
	Experience of working in Higher Education, the National Health Service, a private sector research organisation, a research funder, an academic publisher or other research organisation.	D	A/I
	Highly developed communication skills (both written and verbal/ presentations).	E	A/I
	Excellent interpersonal skills, including experience of, and ability in, managing relationships with a wide variety of organisations and individuals.	E	A/I

Requirements		Essential / Desirable	How Assessed
	Ability to work to deadlines, prioritise, manage own workload and display good organisational skills	E	A/I
	Experience of working in a membership organisation	D	A/I
	Experience of working in a charity	D	A/I
	Experience of project writing	D	A/I
	Proven analytical and problem-solving capability	E	A/I
	Excellent record-keeping skills	E	A/I
	Excellent IT skills (e.g. Word, Excel, PowerPoint, web page management etc.)	E	A
	Proven ability to work independently as well as functioning as part of a small team	E	A/I
	Understanding and commitment to confidentiality of information	E	I
	Understanding and commitment to diversity	E	I
	Flexible and professional approach to work and colleagues	E	I
	Willing and able to travel with notice	E	I

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)

Employee benefits

- 25 days annual leave *pro rata* (exclusive of statutory and public holidays).
- Pension scheme.
- Interest-free season ticket loan (usually following successful completion of probation).
- Childcare voucher scheme.