



Editorial Communications Manager

Candidate Information

November 2022

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

As well as being a world-class institute, we are a college of the University of London. We came top in the league table of university research quality compiled from the Research Excellence Framework (REF 2014).

We have charitable status and rely on support from partner organisations, charities, donors and the general public.

We have more than 1,000 staff and postgraduate students across three sites – in Chelsea and Sutton.

Communications and Policy directorate

The role of the Communications and Policy directorate is to tell the ICR's story. The ICR is world-renowned for its outstanding cancer research – and it deserves communication to match. We believe that communicating effectively about the ICR's work can help us build on our successes – attracting donors and supporters, the best staff and students, commercial partners and collaborators.

Our mission
is to make the
discoveries that
defeat cancer.

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Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

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Job description

Department / division: Communications and Policy

Pay grade / staff group: PS03

Hours / duration: Full time (35 hours per week), Monday to Friday. Non-time limited contract.

Reports to: Deputy Director – Communications

Main purpose of the job: The Editorial Communications Manager will deliver and oversee the delivery of editorial work to support organisational and strategic communications needs, and internal communications, working closely with colleagues across Media Relations and Digital.

The postholder will have a strong understanding of developments in cancer research and be able to translate the latest research breakthroughs into engaging content for a public audience. They will be confident in commissioning and delivering different communications content – from written material to video to infographics.

They will lead a team of Science Communications Officers and a Communications Administrator to deliver varied and engaging content, working collaboratively across the Communications and Policy directorate, and with wider stakeholders across the ICR, to promote our research and grow our impact.

They will be confident in editing and proof-reading, and deliver constructive, timely feedback to support more junior team members. They will have a good understanding of the different needs across our different stakeholders and audiences.

They will have a strong grounding in use of analytics to measure content performance, and be passionate about embedding best practice across our work. They will be willing to adopt new practices and try out different approaches.

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Duties and responsibilities:

Editorial Communications

Implement our communications strategy to support the ICR's reputation and impact, through the delivery of an engaging mix of editorial content using different mediums, for internal and external communications.
Work with stakeholders across the ICR and colleagues across Communications and Policy to understand their needs and develop communication plans, content and activities.
Lead on and/or support the delivery of organisational communications – from our Annual Report to major strategic reports and programmes.
Represent the Communications and Policy directorate in meetings and on committees to ensure that critical information is disseminated to staff and externally on the ICR's website in a timely manner.
Grow visibility and impact of Communications and Policy directorate across the ICR and with our different stakeholders – finding different ways to raise our profile and showcase support we can provide.
Work with the Deputy Director – Communications on developing and maintaining high-quality systems for crisis communication, focusing on ways of communicating effectively with staff and students.
Work with HR on initiatives designed to enhance the ICR's culture and working environment – including in areas such as our values, wellbeing, and gender and racial equality.
Oversee organisation and delivery of the Chief Executive's and Chief Operating Officer's briefings, distribution of associated Q&A briefing documents and arrangement for staff to submit questions online.
Oversee creation of CEO bulletins from the Chief Executive.
Oversee production of the Trustees' newsletter ahead of each Board of Trustees meeting.
Support best practice and learning through use of analytics and stakeholder feedback.

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Management

Line manage Science Communications Officers and a Communications Administrator, overseeing their work and providing editorial feedback, and ensuring development opportunities.

Support development of colleagues across Communications and Policy, and across the wider ICR, by identifying opportunities to deliver in-house training.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations

Any other duties that are consistent with the nature and grade of the post that may be required.

To work in accordance with the ICR's Values.

To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Person specification

Education and Knowledge

Science degree	Essential
Higher degree in communications or journalism	Desirable

Skills

Highly scientifically literate	Essential
Excellent written and verbal communication skills	Essential
Good editing skills	Essential
Strong IT skills	Essential
Excellent organisational skills	Essential
Project management skills	Essential
Good interpersonal skills	Essential
Ability to prioritise work and meet deadlines	Essential
Demonstrable interest in communication of science and medicine	Essential
Ability to work in and lead a team	Essential

Experience

Experience in strategic organisational communications	Highly desirable
Experience within an academic or medical research environment	Highly desirable
Experience writing and editing research news content for lay audiences	Essential
Experience translating research papers into engaging editorial content	Essential

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Science communication experience	Essential
Digital communication experience	Essential
Understanding of print and web design	Essential
Line management experience	Highly desirable

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Ben Kolbington for further information by emailing ben.kolbington@icr.ac.uk (this email address is for enquiries only – applications will only be accepted through the ICR's online applications portal). This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.