

Job
description

Communications Officer

May 2023

Directorate:	Communications and Policy
Pay grade / staff group:	Professional Services Grade 4
Hours / duration:	Full time (35 hours per week) Monday to Friday; fixed term contract for nine months
Reports to:	Communications Manager

Context

The Communications Officer works within the Editorial Content team that is part of the wider Communications and Policy directorate that supports the communications needs of the ICR – particularly relating to fundraising and income generation.

Main purpose of the job

The Communications Officer will prepare excellent editorial content for fundraising materials, our website, print publications, email newsletters, and social media, to promote the world-leading cancer research at The Institute of Cancer Research, London.

The postholder will be a skilled, creative storyteller who is responsible for a regular output of high-quality news articles, features, and blog posts, and engaging digital content such as infographics and videos for use on our website and social media channels.

The postholder will work closely with communications colleagues and fundraisers in the Development Office to promote the organisation to our key audiences and support our fundraising activities.

Our mission
is to make the
discoveries that
defeat cancer.

Communications Officer

Duties and responsibilities

Key duties

To research, write and edit engaging and easily understandable copy about our research for our website, print publications, email newsletters, and social media – particularly aimed at fundraising audiences.

To support income growth across the ICR by servicing the needs of key internal partners – especially the Development Office.

To balance competing priorities and deliver communication projects to a high standard against tight deadlines.

To write lively, engaging and scientifically accurate news articles and features about ICR scientists and their research that our appealing to a range of audiences, including supporters and donors.

To keep in close touch with developments across the ICR, and propose and research ideas for news and features.

To create engaging infographics about the ICR's research and other aspects of its work.

To prepare and edit videos about the ICR's research – particularly for use in fundraising activities.

To oversee the production process for publications and digital projects.

To write regularly for the ICR's *Science Talk* blog.

To work closely with the Fundraising Communications Manager to support the Development Office's needs.

To develop strong working relationships with internal and external partners.

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 reflects the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.

Communications Officer

Person specification

Education and Knowledge

Relevant science degree	Essential
Qualification in science communication or journalism	Desirable

Skills

Demonstrable ability to grasp new areas of scientific research in a short time frame	Essential
Exceptional writing and editing skills	Essential
Excellent research skills using a variety of methods	Essential
Strong interpersonal skills	Essential
Self-motivated and able to use own initiative	Essential
Ability to work effectively in a team	Essential
Ability to prioritise workload and take a flexible approach when necessary and hit deadlines	Essential
Strong IT skills	Essential
Project management skills	Essential
Strong creative and storytelling skills	Essential
Film and photography skills	Desirable
Ability to use video editing and design software (Experience of PremierPro, InDesign, Photoshop, Illustrator preferred in particular)	Desirable

Experience

Experience of writing and editing for different audiences	Essential
Experience of writing for websites	Essential
Experience of communicating science to different audiences, including the public	Essential
Demonstrable interest in science and medicine, and the communication of them	Essential
Knowledge of online and print publishing processes	Essential
Website publishing experience, using a content management system	Desirable
Journalism experience	Desirable
Experience of working in a charity or other fundraising organisation	Desirable

Communications Officer



About our organisation

The Institute of Cancer Research, London, is one of the world's most influential cancer research institutions, with an outstanding track record of achievement dating back more than 100 years. Our mission is to make the discoveries that defeat cancer.

As well as being one of the UK's leading higher education institutions in research quality and impact, the ICR is consistently ranked as one of the world's most successful for industry collaboration. As a member institution of the University of London, we also provide postgraduate higher education of international distinction.

We are also a charity and rely on the support of partner organisations, funders, donors, and the general public.

[Read more](#) to find out more about our history, culture, and achievements, and how our funders, supporters and partnerships help drive forward our work.

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'.



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

