



Digital Communications Officer

Candidate Information

August 2026

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.

Development and Communications Directorate

The role of the directorate is to tell the ICR's story and focus on income generation. 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:	Development & Communications
Pay grade / staff group:	Grade 4 / Professional Services
Hours / duration:	21 hours a week, Wednesday – Friday (job-share, part-time) / Permanent contract

Reports to:	Digital Manager
Main purpose of the job:	The Digital Communications Officer will produce, edit and approve digital content on our external website, ICR.ac.uk .

You will ensure that the ICR’s web content is compelling, optimised for search engines and accessible. With a digital-first approach, you’ll have a passion for digital storytelling and using digital to support fundraising and income generation.

You’ll also have an interest in our world-leading cancer research – we have been making discoveries to defeat cancer for more than a century. A background in science would be an advantage but is not essential.

You’ll work within our digital team in our fast-paced, supportive Development and Communications directorate, with opportunities to work with our in-house developers. You’ll be comfortable navigating a content management system and will build good relationships with a range of stakeholders across our organisation, including researchers. You’ll work with teams to create and develop web content that is accurate, timely, and that supports broader organisational priorities, such as supporting our income growth and enhancing our reputation.

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Key Duties and Responsibilities

Review, edit and approve requests for web content updates from our community of content creators.
Assist the Digital Manager in keeping the website updated, developing new sections and refreshing existing pages to support relevant departmental and organisational strategies.
Write and edit editorial and static content, and produce video and other graphical content – working with our in-house web development team as necessary to ensure content is visually optimised and is accessible for users.
Liaise with and advise scientists, researchers, fundraising teams, and other colleagues to ensure their web content is accurate, optimised and engaging.
Balance competing priorities and deliver digital projects to a high standard against tight deadlines.
Deliver training and guidance for content creators across the organisation, ensuring adherence to digital best practice, accessibility standards and CMS functionality.
Occasionally provide support with generating content for social media channels, including images, infographics and video.
Produce GA4 reports and provide insights to improve website performance and user engagement.
Share responsibility with Communications team colleagues for covering social media channel output during staff leave.
Develop digital assets for use across our work to help shape our digital identity.
Develop strong working relationships with internal stakeholders.
Assist with managing photos and other content in our digital asset management system, Canto.
Brief in and monitor changes with our Digital Services team that will affect hard-coded areas of the website.

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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

Educated to degree level or equivalent experience	Essential
Relevant science degree	Desirable

Skills

Good writing and editing skills	Essential
Effective communicator, both speaking and writing	Essential
High standard of written English	Essential
Ability to read and understand HTML code	Desirable
Ability to shoot video and use video editing and design software (e.g. PremierPro, Canva, InDesign, Photoshop, Illustrator)	Desirable
Strong IT skills	Essential
Strong creative and imaginative skills	Essential

Experience

Web publishing experience, using a content management system	Essential
Experience of developing digital content	Essential
Experience of writing and editing for the web	Essential
Experience of managing social media accounts	Desirable
Understanding of scientific research or experience of science communication	Desirable
Experience of reporting on website and social media analytics	Desirable
Experience of working in a charity and using digital solutions to support fundraising	Desirable

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General

Strong interpersonal skills; able to interact with people at all levels across an organisation	Essential
Self-motivated and able to use own initiative	Essential
Confidence to advise and influence stakeholders where necessary	Essential
Ability to work in a team	Essential
Demonstrable interest in communication of science and medicine	Desirable
Able to prioritise workload, take a flexible approach when necessary and hit deadlines	Essential

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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 our recruitment team for further information by emailing talent@icr.ac.uk. 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.