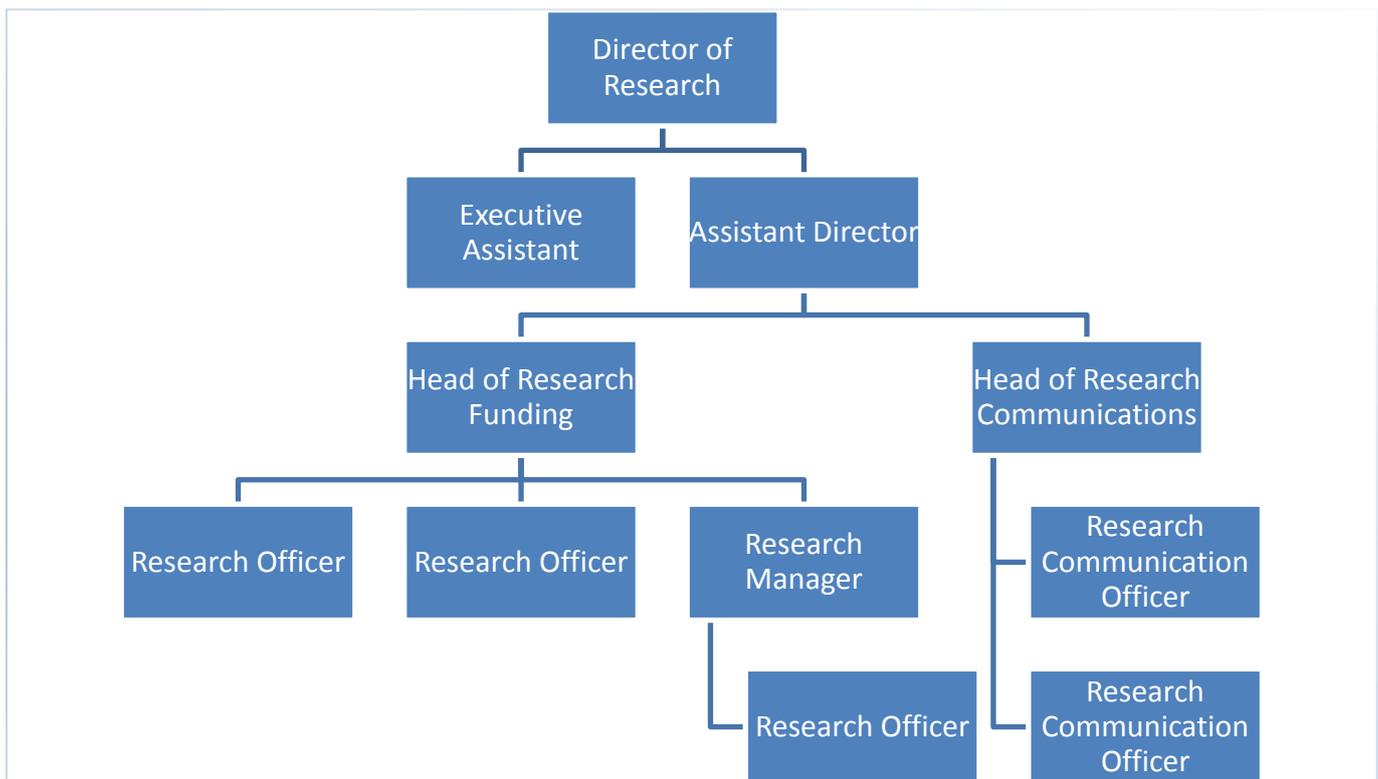


Research Communications Officer

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|----------------------|---------------------------------|
| DIRECTORATE: | Research |
| SECTION: | Research Communications |
| REPORTING TO: | Head of Research Communications |
| CONTRACT: | Permanent |



WORKING RELATIONSHIPS:

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| Inside Diabetes UK |
| Head of Research Communications, the Research directorate, the Engagement & Fundraising directorate, Regional Diabetes UK offices |
| Outside Diabetes UK |
| People living with diabetes, Diabetes UK-funded researchers, journalists, potential and existing supporters of Diabetes UK |

OVERALL PURPOSE OF THE JOB

This is an exciting opportunity for an enthusiastic and proactive individual with experience of communicating complex topics to a lay audience. Research Communications Officers have a passion for communicating science, delivering a proactive research communications programme that is accessible to staff, supporters and the public. This will involve gathering and managing information about Diabetes UK's research portfolio and developing stories of research impact to help increase support for Diabetes UK research.

MAIN DUTIES AND RESPONSIBILITIES:

The Research Communications Officer will support the development and delivery of the research communications programme, including the following activities:

- Identify opportunities within Diabetes UK's research portfolio for proactive research communication
- Act as a research content expert for Diabetes UK, supporting teams across the charity to talk clearly and effectively about diabetes research
- Support the Head of Research Communications to raise awareness of the diabetes Clinical Studies Groups and the work of the wider directorate
- Represent Diabetes UK externally, speaking on behalf of the charity
- Support the Head of Research Communications in the wider management of the research communications programme and delivery of other work as necessary

Specific responsibilities

Fundraising

- Support fundraising teams to develop effective and successful proposals and build relationships with fundraising customers
- Develop compelling impact case studies and provide tailored research content to support fundraising events, mailings, publications and proposals

Communications & engagement

- Respond to press enquiries and work proactively with the media team to highlight the work of Diabetes UK-funded researchers
- Produce high quality stories about Diabetes UK-funded research and support the organisation to respond to enquiries about research
- Develop and deliver tailored research presentations and workshops for internal and external audiences

Content production

- Produce lay summaries of all Diabetes UK-funded research projects to disseminate internally and externally
- Manage Diabetes UK's research web content and produce accurate and engaging new content for web and social media channels
- Produce research news and features for Diabetes UK publications (for people with diabetes and healthcare professionals)

People

- Build relationships with Diabetes UK researchers, in order to showcase their research
- Manage relationships with key internal teams across the organisation to ensure that diabetes research has a high profile and is well understood
- Collaborate across the organisation in order to deliver communications plans and events

PERSON SPECIFICATION:

The best person for this job have the following skills:

- Knowledge of the diabetes research field and scientific research methods
- Ability to communicate complex research messages to various audiences
- Ability to collaborate effectively within a team and across an organisation
- Ability to use computers efficiently

The best person for this job will have the following experience and qualifications:

- Evidence of a first degree in a relevant science discipline (*a post graduate qualification in a relevant science discipline or science communication is desirable*)
- Communicating complex topics to various non-expert audience
- Communicating through multiple channels, such as print or digital
- Working to deadlines and managing multiple streams of work, and across multiple teams
- Working for a research funding body or charity

The best person for this job will be:

- Committed to delivering excellent, consistent and professional standards
- Able to work well with other people and a committed team player
- Excellent at analysing and solving problems
- Excellent at planning and organisation, with the ability to prioritise and manage multiple tasks
- Self-motivated and adaptable
- Enthusiastic and proactive