**Job description and person specification**

Please note this statement is for information only and does not form part of a contract. The responsibilities articulated are not exhaustive and we are committed to working practices that are flexible, collaborative and inclusive.

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| **Job title** | **Health and Research Information Editor** | **Location** | London Hybrid or Chesterfield Hybrid |
| **Contract type** | Full-time | **Contract length** | Permanent |
| **Date** | August 2022 |  |  |

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| **Context** |
| We are Versus Arthritis. We are fundraisers, programme managers, volunteers, administrators, editors and accountants all doing everything we can to push back against arthritis. Together, we’ll continue to develop breakthrough treatments, campaign relentlessly for arthritis to be seen as a priority and support each other whenever we need it. Together, we’re making real progress. But there’s still a long way to go, and we won’t stop until no-one has to tolerate living with the pain, fatigue and isolation of arthritis.  Everyone in the Income and Engagement Directorate has a role to:   * Inform, drive and support continuous improvement in our external engagement. * Put learning, wellbeing, flexibility, collaboration and inclusion at the heart of our culture. * Advocate for our brand. * Understand our organisational vision and strategy, and their role in delivering it (i.e. through leadership, management, audience insight, engaging propositions, valuable relationships, technical skills, aligning our brand and culture).   We’re the team that inspires people to give their money, their time and their voice to make a difference to people with arthritis. We will do this by:   * Promoting what the charity offers and the impact this makes. * Getting people to buy in to the impact and benefits of what the charity delivers. * Asking people to make their own contribution. * Valuing and stewarding all those who contribute so that their commitment and engagement with our charity feels great and deepens. |

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| **Main purpose of the role** |
| The Creative and Content team work closely together to deliver evidence-based, audience led and beautifully designed content. This role is integral in our ability to create inspiring health information to help improve the lives of people with arthritis.  The post-holder will work closely with our highly regarded Research and Services teams and be involved in the planning, writing, and reviewing of our wide range (with diverse formats) of health information resources.  They will also work closely with our Stories Officer to ground our health information in the lived experiences of people with arthritis.  It is critical that all our health information is deeply rooted in evidence with robust data to support it, but it also needs to be accessible, easy to read and understand. The post-holder will be a brilliant writer who can craft succinct and clear narratives, turning complex clinical and psychological language into user friendly and engaging information. |

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| **Management and key relationships** | |
| **Roles managed** | None |
| **Reports to** | Content Manager |
| **Key Relationships** | * Income and Engagement teams. * Research and Services colleagues and external research, clinical and healthcare contacts. * Data, Assurance, finance, HR and Performance. * External advisors, suppliers and experts. * Versus Arthritis’ supporter community. * Relevant external networks. |

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| **Main Responsibilities and Duties** | |
| **1** | **It’s about delivery and impact**   * Gathering impactful, credible and high-quality content from across the organisation to support our strategic goals that will inspire, engage and grow our community. * Translating and communicating complex clinical and psychological language into user friendly and engaging information to a range of audiences. * Delivering a single source of truth for content that supports teams across the charity to deliver against our strategic objectives. * Planning, writing, editing and reviewing new and existing health information in a myriad of formats, focusing primarily in print and digital. |
| **2** | **It’s about implementing**   * Liaising with colleagues across the organisation to find, gather, interpret and regularly review Research content. * Working with volunteers and other contributors, such as external authors, partner organisations and reviewers. * Keeping content up-to-date and reflective of current research and healthcare outcomes and ensure colleagues are informed of regular updates. |
| **3** | **It’s about being audience-informed, effective and integrated**   * Leveraging audience insight and learning from past performance to shape our content, evolving in line with our brand story and organisational strategy. * Drawing on Health Intelligence and analysis to create engaging content, and health information that meets our audiences’ needs. * Delivering our health information and undertaking other content-related tasks within the team as required, supporting colleagues across the team and directorate as appropriate. |
| **4** | **It’s about being able to innovate**   * Taking a creative and innovative approach to the development of our health information that will engage key audiences. * Keeping abreast of research content and innovation in the wider world, bringing new ideas and applications into our work where they can add value. |

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| **Criminal Record Check** | |
| **Requirement** | This role DOES NOT require a Criminal Record check. |

**Person specification**

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| **Key Requirements** | | **Evaluation Stage** |
| **1** | A great communicator with a flair for delivering accurate but engaging content through the written word. | Application/ Interview |
| **2** | Experience of content gathering and development, preferably of medical or health related content for non-specialist audiences. | Application/ Interview |
| **3** | Experience of writing and reviewing content and translating complex health information. | Application/ Interview |
| **4** | Experience of working with different audiences and contributors. A desire to co-create content with and for vulnerable people. | Application/ Interview |
| **5** | An understanding of consent, what it means for personal content and where to apply it appropriately. | Application/ Interview |
| **6** | Experience of working in a multitude of media, specifically in print and digital. | Application/ Interview |
| **7** | Excellent language skills with an appreciation of nuance and meaning, and an eye for detail and accuracy. | Application/ Interview |
| **8** | Experience of using data to plan, monitor and improve content | Application/ Interview |

**Desirable Requirements**

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| **Requirement** | | **Evaluation Stage** |
| **1** | Experience of working towards gaining PIF Tick accredited health information. | Application |
| **2** | An interest in improving the lives of people with arthritis and the willingness to gain knowledge of arthritis and musculoskeletal conditions. | Application |
| **3** | Understanding of the issues affecting the health and charity sector. | Application |

**Values and behaviours**

Our values and behaviours framework underpins our daily working lives at Versus Arthritis. It’s primarily for employees, volunteers and trustees and describes the expectations we have of each other, and our individual and collective commitment to the organisation.

Our values and behaviours directly support our brand identity and our customer experience principles. Even though the language may not be exactly the same, the principles and ideas are all consistent with our purpose and identity as Versus Arthritis.

* We value our contribution to a truly inclusive and flexible organisation, that prioritises people’s health and wellbeing.
* We value learning to increase our impact for people affected by arthritis.
* We value being accountable for our actions and have high expectations of each other.
* We value persevering with challenges when we know it’s the right thing to do.