

Recruitment pack



**Communications
Manager – 12 month
Fixed term contract**

Communications team

Closing date: 08/04/2024



**Target
Ovarian
Cancer**

What you need to know about the role

Job title:	Communications Manager
Reports to:	Deputy Chief Executive
Location:	We currently offer a hybrid-working model. This means you may usually work from your home or remote location but are expected to attend meetings and pay for your own travel to the office in Angel, London when required.
Hours:	Full time, 35 hours per week, 12 month fixed term contract
Salary:	£35,000 per annum 
Holiday:	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.

About Target Ovarian Cancer

At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.

We give trusted information, to help people ask questions and make decisions that are right for them. We connect people with shared experiences, and we support families every step of the way. We stand together as a powerful community for everyone facing ovarian cancer across the UK, sharing stories and raising voices, to make sure that ovarian cancer becomes a health priority.

We know that early diagnosis saves lives, so we work closely with GPs who are at the heart of this, to help them diagnose ovarian cancer faster and earlier – giving everyone the best chance of living. And our investment in research to find new, better and more targeted treatments means that everyone can live with hope for their future.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.

We are looking for a versatile communications specialist to hit the ground running and deliver against our ambitious objectives to raise awareness, campaign for change and amplify the voices of everyone affected by ovarian cancer.

This is a broad, fast moving role working within a multidisciplinary team to manage our media and PR strategy, elements of our strategic communications, and internal communications and you'll have the chance to develop your skills and experience while delivering impact for everyone affected by ovarian cancer.



Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



Supportive

Working together to be there for women with ovarian cancer and their families.



Expert

Bringing together the knowledge, skills and experience to succeed.



Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



Empowering

Helping people to achieve their goals.



Passionate

Women with ovarian cancer are at the heart of everything we do.



Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



Specific responsibilities

Media and PR:

- Deliver and monitor the impact of the media and PR strategy to increase our reach and maximise impact for key audiences.
- Deliver media and PR campaigns to meet specific objectives in fundraising, awareness raising, policy and campaigns, and the delivery of charitable programmes.
- Cultivate and develop relationships with journalists in target media and key commentators to secure coverage.
- Be the first point of contact for media and press enquiries and work with appropriate colleagues and the Senior Leadership Team to produce reactive statements and comments.
- Manage suppliers including media monitoring agencies and external specialist communications support where required.
- Manage reputational risk and crisis communications as a member of the Crisis Communications team.

Strategic communications:

- Work across teams to develop and deliver annual communications plans to drive forward progress in early diagnosis, research, and policy and campaigns.
- Draft external positioning statements on key topics for use across channels and to build Target Ovarian Cancer's reputation as a credible, authoritative and opinion-leading organisation.
- Collate case studies and stories from women and families affected by ovarian cancer to use across channels, and maintain up-to-date, accurate and GDPR-compliant spokesperson records of supporters willing to undertake media work.
- Draft and provide copy writing support for corporate publications including the annual report and accounts, impact reports and newsletters
- Provide meaningful and considered opportunities for celebrities and patrons to engage in the work of Target Ovarian Cancer and provide stewardship for these relationships.
- Proactively uphold Target Ovarian Cancer's commitments around equality, equity, diversity and inclusion in external communications.

Internal communications

- Provide internal communications support to the Senior Leadership Team and produce compelling internal communications to inform and engage colleagues across the charity.



Person specification

	Essential	Desirable
Knowledge and experience		
Experience in delivering PR and media activities, including setting objectives, a wide range of tactics and actions, securing coverage and measuring success.	X	
Experience in planning and leading communications campaigns across areas such as policy, campaigns, programmes and services.	X	
Experience of using media to support organisational objectives, and wider integrated campaigns	X	
Experience of using media databases, media monitoring services and case study/beneficiary/customer databases.		X
Excellent writing skills, with an ability to write compelling, accurate copy for different audiences and channels, both off and online	X	
Excellent project management and planning skills	X	
Fluent IT skills	X	
Social media skills/interest/experience		X
Experience of producing printed and digital publications		X
Website editing/content management systems		X
Experience of working in PR with people affected by serious health conditions		X
Knowledge/demonstrable interest in health issues	X	
Personal attributes and skills		
Professional training in online and traditional PR and/or marketing skills		X
Self-directed, confident and proactive	X	
Understanding and sympathetic of vulnerable adults	X	
Attention to detail/accuracy	X	
Tactful and diplomatic	X	
Enthusiastic, motivated and committed	X	
Creative, 'ideas' person	X	
Organised, calm under pressure, able to prioritise effectively and deliver projects simultaneously	X	
Ability to influence	X	



Benefits



Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro- rated for part time staff.



Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



Pension

5 per cent employer contribution.

Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



Benefits



Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



Childcare vouchers

Available to those already on the childcare voucher scheme.



Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

– Anna, Digital Marketing Manager



How to apply

Please apply by submitting a cover letter and CV to jobs@targetovariancancer.org.uk. Please also complete [this equal opportunities monitoring form](#) and send it to: equalities@targetovariancancer.org.uk.

Please submit your application by 11.59pm 8 April 2024.

You can also apply by visiting our website: www.targetovariancancer.org.uk/jobs

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981). Registered office: 30 Angel Gate, London, EC1V 2PT. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

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