

Recruitment pack



**Target
Ovarian
Cancer**

**Interim
Communications and
PR Officer**

**1 year fixed term contract
Closing date: 22 May 2026**

What you need to know about the role

Job title:	Interim Communications and PR Officer
Reports to:	Interim Senior Marketing and Communications Manager
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 London Bridge when required.
Hours:	Full time 35 hours per week 9am – 5pm Monday to Friday. The charity has a core hours policy with core hours of 10am – 4pm and flexibility around remaining hours.
Salary:	£31,340



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.



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

Strategy & planning

- Support the delivery of the Fundraising & Engagement strategy by providing expertise around case stories, content creation and copywriting.

Case story development

- Develop a library of compelling case stories from a wide range of people affected by ovarian cancer, proactively seeking those that bring to life the organisational strategy and brand story.
- Use insight from the audiences strategy to tailor case story creation and execution.
- Manage relationships with key members of the ovarian cancer community, acting as a central point for case story requests, and representing their voice in internal conversations.
- Manage all assets, consents and archiving to maintain a database of active stories.
- Enable the use of case stories across the charity, supporting colleagues to use these sensitively to tell a compelling story across all channels and with all audiences.

Content creation & copywriting

- Create compelling long form content tailored for channels and audiences to support organisational objectives, including emails, reports, briefings, website copy, publications and so on.

Internal communications & brand

- Develop, deliver and evaluate internal communications channels that effectively inform colleagues of key developments at the charity.
- Support the delivery of away days and staff meetings.
- Support the Senior Leadership Team to plan and deliver strategic communications.

Celebrity & influencer management

- Lead on managing the charity's celebrity and influencer relationships, working with colleagues to identify and coordinate meaningful opportunities for high-profile supporters to champion and amplify our work.
- Work closely with the Senior Leadership Team, the Fundraising & Engagement directorate, and Policy & External Affairs team to support and contribute to the development and delivery of our celebrity and influencer approach, as required.

PR support

- Provide ad hoc PR support as needed, including identifying and sharing compelling personal fundraising stories, coordinating reactive opportunities, and supporting the team with media-related requests to help maximise coverage and impact.



Specific responsibilities

Contributing to our culture

In addition, all staff are expected to:

- Contribute positively to the charity's culture by creating a welcoming and inclusive environment for all colleagues, working collaboratively and taking accountability.
- Proactively raising misalignment to the strategy or inefficiency.
- Support the capture of high quality data for insight.
- Apply the charity's approach to open, regular, well delivered feedback.
- Flag risks and follow processes to manage risk.

Due to nature of the role, you will sometimes be asked to work outside of office hours and there will be occasional travel across the UK.



Person specification

The best person for this role will have experience of:	Essential	Desirable
Delivering communications activity that raises awareness, engagement or support	X	
Creating compelling written content, including case studies and stories	X	
Working with people with lived experience to capture and share their stories sensitively	X	
Managing and contributing to internal communications such as newsletters, staff updates and organisational meetings		X
Supporting or managing celebrity, influencer or ambassador relationships	X	
Supporting PR or media activity, including reactive requests and story sharing		X
The best person for this role will have the skills to:	Essential	Desirable
Write clear, compelling copy for a range of audiences and channels	X	
Shape stories to maximise impact and relevance for different outputs	X	
Build effective working relationships with colleagues and external stakeholders	X	
Manage multiple tasks and priorities in a fast-paced environment	X	
Exercise good judgement when handling sensitive or personal stories		X
Work confidently with senior stakeholders and external supporters	X	
Use basic design, video or editing tools to support content creation		X
The best person for this role will be (behaviours):	Essential	Desirable
Empathetic, sensitive and respectful when working with people affected by ovarian cancer	X	
Collaborative, with a flexible approach to supporting across the organisation	X	
Confident, organised and able to work independently	X	
Curious, creative and motivated to continuously improve communications	X	
The best person for this role will be qualified in:	Essential	Desirable
No specific qualifications required	N/A	



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.

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



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).

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.



How to apply

To apply, please submit a CV and answers to the screening questions to jobs@targetovariancancer.org.uk. Please also complete this [equalities monitoring form](#) and send to equalities@targetovariancancer.org.uk. Please submit your application by 23:59 on Friday 22 May 2026.

We appreciate that candidates may use AI tools to refine their applications. However, we encourage you to ensure your application remains a true and authentic reflection of your skills, experiences, and personality. Excessive reliance on AI-generated content may impact your ability to stand out and could be discussed during the interview process.

If you would like to receive a paper copy of the recruitment pack, please call 0207 923 5470 or email jobs@targetovariancancer.org.uk with the address you would like us to post it to.

Target Ovarian Cancer is a company limited by guarantee, registered in England and Wales (No. 6619981). Registered office: 10-18 Union Street, London, SE1 1SZ. Registered charity numbers 1125038 (England and Wales) and SC042920 (Scotland).

Find out more

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