

<b>JOB DESCRIPTION</b>			
Job title	<b>Communications and Public Affairs Manager (Ethics Accelerator)</b>	Department	<b>Nuffield Council on Bioethics</b>
Job holder	<b>To be filled</b>	Reports to	<b>Director</b>
Job type	<b>Fixed term contract – up to 9 months</b> <b>Full time (0.8 FTE also considered)</b>	Date created/amended	<b>15/ 09 / 21</b>
Job aim	To develop and implement strategies and initiatives to communicate and promote the work of the Ethics Accelerator to relevant stakeholders, primarily through public and parliamentary affairs activities.		
Resources	Staff reporting to this post: None; but part-time administrative support available		
<b>Key responsibilities: Including but not limited to</b>			
<b>1. Strategic oversight of external relations and EA communications</b>			
	<ul style="list-style-type: none"> <li>▪ Deliver activities in line with the external relations strategy to promote the work of the Ethics Accelerator and ensure that effective communication and dialogue is maintained with a wide range of stakeholders</li> <li>▪ Work closely with the five Priority Area Task Forces to ensure a co-ordinated and consistent approach to public affairs and communications work</li> <li>▪ Ensure that the communications functions of the partner organisations are involved appropriately</li> <li>▪ Work closely with NCOB colleagues to ensure a coordinated approach for maintaining effective communication and dialogue with Parliament, Government, and other significant organisations</li> <li>▪ Lead on the required reporting to the Arts and Humanities Research Council and UKRI</li> </ul>		
<b>2. Parliamentary and public affairs</b>			
	<ul style="list-style-type: none"> <li>▪ Monitor parliamentary activity including debates, parliamentary questions and policy initiatives to identify opportunities to contribute to public policy in the relevant areas of work</li> <li>▪ Build relationships with parliamentarians, policy-makers, research and information officers, libraries, advisory and select committees, POST, APPGs and other relevant contacts to help promote the work of the Ethics Accelerator</li> </ul>		

	<ul style="list-style-type: none"> <li>▪ Help to develop and implement policy and/or parliamentary engagement strategies around targeted promotion / follow-up of the work of the Ethics Accelerator</li> </ul>
<b>3. Media relations</b>	
	<ul style="list-style-type: none"> <li>▪ Plan and implement media activities to gain coverage of the work of the Ethics Accelerator</li> <li>▪ React to <i>ad hoc</i> inquiries from journalists</li> <li>▪ Support the Co-investigators in pitching articles and offering comments to the media on topical issues</li> </ul>
<b>4. Public engagement</b>	
	<ul style="list-style-type: none"> <li>▪ Work with Priority Area Task Forces to prepare public engagement activities and facilitate other public-facing activities</li> </ul>
<b>5. Website and online</b>	
	<ul style="list-style-type: none"> <li>▪ With the support of the Administrative Officer: <ul style="list-style-type: none"> <li>• Oversee the Ethics Accelerator's website content and development</li> <li>• Oversee the Ethics Accelerator blog including regularly commissioning posts, contributing content and managing comments and updates</li> <li>• Manage the Ethics Accelerators' social media accounts</li> <li>• Oversee the production and design of branded outputs including Rapid Ethics Reviews and Policy Briefings</li> </ul> </li> </ul>
<b>6. General promotion of the work among stakeholders</b>	
	<ul style="list-style-type: none"> <li>▪ Ensure ongoing communication with NCOB activities and project work.</li> <li>▪ Oversee and maintain a contacts database</li> <li>▪ Undertake any further activities to promote discussion of the work as required</li> </ul>
<b>7. Other</b>	
	<ul style="list-style-type: none"> <li>▪ The above list of key responsibilities and associated activities is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</li> </ul>

<p><b>Person specification – Communications and Public Affairs Manager (Ethics Accelerator)</b></p> <p>Candidates must be able to demonstrate the experience, skills and abilities set out below. A high level of experience including public relations experience working with professional organisations and with the media is essential.</p>	<p>Essential (E) or Desirable (D)</p>
<p><b>Skills and experience</b></p>	
<p>Excellent verbal and written communications skills</p>	<p>E</p>
<p>Knowledge of policy issues in biomedical or related field</p>	<p>E</p>
<p>Experience of writing and producing written materials for a variety of audiences</p>	<p>E</p>
<p>Experience of strategic planning and development</p>	<p>E</p>
<p>Experience of managing media relations</p>	<p>E</p>
<p>Previous experience working in a political or parliamentary role</p>	<p>D</p>
<p>Experience of website content management systems</p>	<p>D</p>
<p>Experience of using databases</p>	<p>D</p>
<p>Experience of event planning and organisation</p>	<p>D</p>
<p><b>Knowledge and qualifications</b></p>	
<p>A relevant degree or equivalent experience in communications and / or public policy / affairs</p>	<p>E</p>
<p>Some knowledge and understanding of bioethical issues</p>	<p>E</p>
<p>Understanding of the political climate</p>	<p>D</p>
<p>Additional qualification in communications or related area</p>	<p>D</p>
<p><b>Personal Qualities</b></p>	
<p>Ability to cope with a full and varied workload, to prioritise and work to deadlines</p>	<p>E</p>

Self-motivated: able to work on own initiative	E
Ability to work well as part of a small team	E
Ability to work with a variety of people, including Academics, Parliamentarians and other senior people	E