

We've ambitions to change so much, to improve support for endometriosis – are you the Digital Communications Officer we need to help us?

Thank you for your interest in the role of Digital Communications Officer at Endometriosis UK.

Endometriosis impacts the physical and mental health of 10% of women and those assigned female at birth, from puberty to menopause - although the impact may be felt for life. Yet it's a disease most people have never heard of, do not understand and currently has no cure. It costs the UK economy around £8.2 billion every year in healthcare costs, loss of work and treatments and yet it isn't recognised by most employers. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and the best treatment and support.

We've big ambitions in our new strategy launched in 2025, focusing on better supporting those with endometriosis, driving down diagnosis times, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do. If we get our work right, we really can make a difference to the 1.5 million with endometriosis in the UK – and all those diagnosed in the future.

We are looking for a highly organised, pro-active and confident Digital Communications Officer to join our Campaigns and Communications team. You will work closely with the Digital Communications Manager to support all things digital including social media and website content, as well as coordinating digital content for EUmetriosis, a European funded endometriosis research project. This role is part-funded by the EUmetriosis project.

You'll be confident working across multiple projects to varying deadlines and enjoy working as part of a small but driven communications and campaigns team, who are passionate about raising awareness and driving change for those with endometriosis.

This is an exciting opportunity to help drive Endometriosis UK's work forward and play a key role in raising awareness of endometriosis and driving change for those affected by the disease. We look forward to receiving your application.

Best wishes,

A handwritten signature in black ink, appearing to read "Faye".

Faye Farthing
Head of Communications and Campaigns



This project has received funding from the European Union's Horizon Europe research and innovation programme under grant agreement No 10115746

JOB DESCRIPTION

Job title:	Digital Communications Officer
Reporting to:	Digital Communications Manager
Working hours:	Full time / 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid option
Contract:	Permanent
Annual salary:	£30,000 - £31,000 (including London weighting) dependent on experience
Closing date:	9am, Monday 1 st December 2025
Interview:	Interviews will take place on Monday 8 th and 9 th December at our office in London Bridge.

We review applications as they are received and may close this advert when we have a suitable shortlist. If you are interested in this role, early application is advised.

ABOUT US:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support to women and those assigned female at birth with endometriosis, for example through our website and information leaflets, and via our local support groups, Helpline and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved treatment and management; and support research.

The Communications and Campaigns team works to improve awareness of endometriosis and drive change for those affected by the disease. Working closely with other teams across the organisation, we lead on the digital presence of Endometriosis UK, supporting fundraising campaigns, the promotion of our support services and information resources, and sharing the news and updates that matter to the endometriosis community.

ABOUT THE ROLE:

This will be a busy, varied and important role working closely with the Digital Communications Manager and Communications and Campaigns team to raise awareness and increase the visibility of endometriosis and Endometriosis UK and supporting the digital promotion of the EUmetriosis research project.

This role is key in delivering Endometriosis UK's digital content and developing our social media presence, finding new and innovative ways to expand our digital reach through engaging, audience-specific content.

In this role, you'll also lead on the coordination of digital content for the EUmetriosis research project, assisting in maintaining the website and social media accounts for the project, ensuring that content is kept up to date as research progresses. EUmetriosis is a 5-year project that aims to advance how endometriosis is understood, diagnosed and treated. You'll liaise with research teams across Europe to successfully disseminate research progress, updates and outcomes for lay-audiences.

ABOUT YOU:

You'll have an eye for design and be able to create engaging content that aligns with our brand guidelines across our digital platforms. You'll create high quality social media and digital content in line with Endometriosis UK's organisational strategy. You will also have a keen interest and experience in using insights, analytics and data to learn about our audience and develop our content based on your findings.

You'll be confident in short-form video content creation, and in the creation of branded graphics, and use of imagery to create compelling content.

You'll be a strong communicator, able to use digital platforms to communicate complex issues. You'll have excellent written skills, able to write clear and engaging copy that aligns with our organisational tone of voice. From drafting social media written content to creating digital assets and imagery, you'll be able to create content stands out and resonates with our audiences.

ROLE AND RESPONSIBILITIES

This busy and varied role is key in increasing awareness of endometriosis through digital content. Your key responsibilities will include:

- Coordination of social media platforms. This includes planning and drafting excellent written content, producing high quality digital assets such as reels, videos and branded static image content, monitoring and responding to comments and messages, and keeping an up-to-date content calendar to ensure all areas of our work are effectively represented
- Coordinating small paid social media ads and campaigns to build new audiences
- Maintenance of the EUmetriosis project website and social media accounts, regularly liaising with research teams across Europe to successfully disseminate research progress, updates and outcomes through engaging content suitable for lay-audiences
- Website maintenance including drafting copy for blog posts and routinely checking for and updating out of date content
- Liaising with external stakeholders, including those sharing their personal stories, ensuring a supportive experience for those sharing

- Routinely horizon-scanning, keeping up to date with the latest conversations about endometriosis on social media and responding when needed, and identifying key opportunities to work with celebrities and influencers to increase public awareness
- Keeping up to date with social media trends and identifying appropriate opportunities for involvement
- Working with colleagues across the organisation, ensuring the digital content calendar is kept up to date with team activity, and liaising with colleagues to ensure the digital communication needs of their projects are met
- Monitoring, tracking and reporting on our social media performance using in-platform analytics tools on social media and Later Social and using this data to develop our content
- Assisting with the delivery of the organisation's e-newsletters
- Working with departments across the organisation to deliver digital outputs including blog posts, news items, newsletters, social media content
- Supporting the CEO and colleagues to ensure the smooth running of the charity. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities
- Support the smooth running of the Campaigns and Communications Team, and covering absences as required

An important part of this role will be supporting the delivery of digital elements of an EU funded project, "EUmetriosis: transforming endometriosis care in Europe", a 5-year European research project which focuses on the diagnosis and management of endometriosis. Part of this role will be delivering the digital outputs of this 5-year project, including fortnightly social media and website updates.

PERSON SPECIFICATION:

Essential:

1. In depth knowledge of social media platforms and the differences between them
2. Experience in coordinating content for social media platforms and developing social media presence for an organisation
3. Excellent attention to detail, time management, and ability to manage workload between different projects
4. Excellent written and verbal communication skills, with demonstrable ability to create engaging digital content for web and social media
5. Understanding of digital metrics and using data to spot trends and opportunities for growth
6. Experience using content creation tools such as Canva and in-platform tools on Instagram and TikTok to create high-quality video content
7. Experience of creating engaging and effective supporter email communications
8. Excellent ICT skills, including Office 365 applications and databases, and proficiency in digital tools and collaboration platforms
9. Experience of using CRMs and website CMS eg. Wordpress and Drupal

10. Experience of or willingness and ability to undertake training in Google Analytics
11. Demonstrable ability of successfully working collaboratively with other teams, as well as working independently
12. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission
13. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion
14. Willingness and ability to undertake travel around the UK and on occasion continental Europe, and to be able to work flexibly including occasional weekends and evenings
15. Undertaking any other duties commensurate with the role and general level of responsibility of the post
16. Have the legal right to work in the UK, with no restrictions on your eligibility to indefinitely work or reside in the UK

Desirable:

1. Experience of creating research related digital content
2. Experience of creating health related digital content
3. Experience of dissemination of medical/ research information for lay-audiences
4. Experience of working on sensitive issues
5. Previous experience in health, social care or voluntary sector
6. Experience of working on fundraising and advocacy campaigns in a digital capacity

This is a full-time role based at Endometriosis UK's office at London Bridge with hybrid working. Our hybrid working model allows for working from home up to 2 days per week, subject to business need.

HOW TO APPLY

The closing date for applications is Monday 1st December 2025 at 9am. To apply, please send the following to: assistant@endometriosis-uk.org

- Your CV (maximum 2 page)
- A maximum 2-page cover letter outlining how you meet the person spec and why you are interested in this post.
- In addition to and as an appendix to your cover letter so they are one document, a maximum of 500 words on the following:
 - Your experience of working with other teams across an organisation to ensure their digital needs are met, and the opportunities and challenges this presents.

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.

Best of luck with your application.