

We've ambitions to change so much, to improve support for endometriosis – are you the experienced, proactive and highly organised Media and Communications Officer we need to help us?

Thank you for your interest in the role of Media and Communications Officer at Endometriosis UK. Endometriosis impacts on 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 and do not understand. It costs the UK economy over £8 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 high-quality treatment and support.

We've big ambitions in new our strategy, focused on driving down diagnosis times, supporting those with endometriosis to live well, 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, and with an average time to get a diagnosis of almost 9 years, the cause of the disease unknown and no cure, there is so much more they need and want. 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 Media and Communications Officer to coordinate our busy and well-established press office, running it to the highest standard. You'll have an eye for a strong story and will be confident in pitching stories and drafting press releases and media statements on a variety of topics including health, education and research.

This will be a busy and varied role that will require someone who is pro-active and forward thinking. You will work closely with the Head of Communications to raise the profile of endometriosis and menstrual health conditions in the media and help ensure Endometriosis UK is the go-to voice on menstrual health in the media.

We have worked hard to increase our activities and grow our organisation so we can do more, and now have a team of 27 staff, and over 200 trained volunteers who do a fantastic job providing support and so much more. Despite being small we've achieved a lot, but there is so much more we want to do. We need to find the right person to take on the challenge and help raise the profile of Endometriosis UK in the media – we believe we've real potential to build on our successes to do much more for the endometriosis community, and you'll be key to helping us make that a reality.

This is an exciting opportunity to help drive forward Endometriosis UK's strategy and boost our impact for the benefit of everyone affected by endometriosis. I hope you'll consider joining us so we can, together, do even more.

Best wishes

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

Faye Farthing
Head of Communications and Campaigns

JOB DESCRIPTION

Job title:	Media and Communications Officer
Reporting to:	Head of Communications and Campaigns
Working hours:	Full time/ 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid option (3 days per week in office, 2 days per week from home, subject to business need)
Contract:	Permanent
Annual salary:	£30-33k depending on experience, and incl London Weighting
Closing date for applications:	Monday 16 th March, 9am
Interview date:	Monday 30 th and Tuesday 31 st March

ABOUT US:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support, for example through our website, information leaflets and webinars, and via our local support groups, Helplines 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 diagnosis, treatment and management; and support research. We have a big job to do and ambitious plans.

ABOUT THE ROLE:

We have an exciting opportunity for a Media and Communications Officer to join our team at Endometriosis UK and help us make a real difference for the 1.5 million in the UK with the disease. This is a crucial, busy and varied role working closely with the Head of Communications and Campaigns to raise awareness and increase the visibility of endometriosis and Endometriosis UK. You will be working as part of a small but ambitious communications and campaigns team with a strong commitment to raising awareness and achieving real change to help those living with endometriosis and menstrual health conditions.

The role will be ideal for a proactive, forward-thinking, and highly organised communications professional who is comfortable with multi-tasking in a fast-paced environment. The postholders priorities will range from being the first point of contact for media enquiries to drafting media statements to respond to Government announcements that could impact the lives of those affected by endometriosis. You'll be able to identify news stories, opportunities, and effectively pitch ideas to high profile media outlets, and have experience in working with case studies and celebrities to share their stories with the media.

At Endometriosis UK, we're lucky to work with incredible volunteers with lived experience of endometriosis, who have important and compelling stories to tell. You'll be experienced or have a passion for working with case studies to bring their stories to life – and build and nurture relationships with case studies and high profile ambassadors to ensure that those with lived experience are at the heart of our communications.

You'll be a born storyteller with excellent project coordination skills; able to meet tight deadlines and often last-minute media requests.

We are looking for someone who brings fresh ideas to the table, and will be able to work with teams across the organisation to support the organisations communications outputs – this could include supporting with written materials and publications, drafting copy for the website, or producing compelling newsletter content.

Your work will play a crucial role in supporting the endometriosis community and delivering on our ambitious 2025 -2030 strategy.

KEY RESPONSIBILITIES AND DELIVERABLES

Press:

1. Managing the Endometriosis UK Press Office; acting as the first point of contact for media requests
2. Monitor daily media coverage relevant to the organisation and providing daily morning media reports, highlighting opportunities for Endometriosis UK to respond and react as required across media and digital platforms
3. Responsible for the coordination and drafting of press releases and statements
4. Regularly pitching stories and spokespeople across regional and national press on relevant topics
5. Secure opportunities for proactive media pieces including features, comments and thought leadership pieces
6. Building positive engagement and relationships with journalists and maintaining media lists
7. Produce evaluation reports of media coverage as required
8. Working with relevant colleagues across the organisation to quickly develop public statements as needed
9. Identifying opportunities for the CEO and senior staff to be involved in external activities and media work, to raise the profile of the organisation

Personal stories development

1. Ensuring patient voices are at the heart of our media activities, regularly identifying opportunities for volunteers and the endometriosis community to share their story
2. Manage our “share your story” process including regularly managing submissions and coordinating across the organisation as required, ensuring the method of sharing personal stories via the website is GDPR compliant
3. Support volunteers and others in sharing their story on our behalf and being their point of contact for media interviews, offering media support as required
4. Keep up to date with best practice on sharing personal stories

Celebrities and ambassadors:

1. Supporting the Head of Communications with our ambassador and celebrity outreach, including identifying opportunities and supporting ambassador relationships

Other Communication responsibilities:

1. Coordinating the internal weekly staff update
2. Supporting the organisation and team as required with communication project outputs
3. Working with the Digital Communications Manager to ensure all written and printed publications by the organisation are in line with brand and style guidelines
4. Working with the Digital Communications Manager to ensure our key messages are shared across social media, keeping the Digital team up to date with key media outputs
5. Supporting the delivery of a series of effective and engaging newsletters to different stakeholders
6. Providing support to the team and charity including administrative support as required

ABOUT YOU:

Person Specification

It is **essential** that you have the following experience, qualifications, skills and attributes:

1. Experience of working in a fast-paced press office, PR agency or other media environment
2. Demonstrable evidence of working on or supporting successful high-profile media opportunities
3. Experience of working across teams and with colleagues to coordinate press activity and successfully increase awareness of an organisation or subject matter
4. Experience of writing and pitching stories to press including features and comment pieces
5. Significant experience of writing press releases which have achieved good coverage
6. Experience of analysing and understanding complex information, synthesising and summarising this to generate press releases and statements
7. Experience of successfully building relationships with press contacts, case studies and celebrities
8. Excellent attention to detail and accuracy
9. Excellent networking and interpersonal skills
10. Enthusiastic and proactive self-starter and the ability to act on own initiative
11. Strong ability to juggle a wide range of competing demands
12. Effective team working and collaboration across teams and stakeholders.
13. Excellent ICT skills, including Office 365 applications, databases, and proficiency in digital tools and collaboration platforms.
14. Ability to be able to work flexibly including some weekends and evenings, and to travel on occasion within the UK.
15. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission.
16. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion.
17. Undertaking any other duties commensurate with the role and general level of responsibility of the post.
18. 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 working with volunteers
2. Experience of working on sensitive issues
3. Previous experience in health, social care or voluntary sector
4. Experience of working with ambassadors and celebrities

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 16th March at 9am. Interviews will take place in person at our Office in London Bridge, on Monday 30th and Tuesday 31st March.

To apply, please send the following to assistant@endometriosis-uk.org

- CV –maximum 2 sides of A4
- Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4

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