



## Communications Officer

<b>JOB DETAILS</b>	
<b>Job Title:</b>	<b>Communications Officer</b> (Internal secondment for 12 months beginning January 2020)
<b>Reports to (title):</b>	Head of Knowledge Translation
<b>Date:</b>	9 <sup>th</sup> December 2019 (closing date for applications – Thursday 2 <sup>nd</sup> January 2020)  Salary: Competitive  Location: Flexible.  Position: Fixed term contract, full or part-time considered..

### **PURPOSE OF THE JOB**

This role working within Cochrane’s Knowledge Translation (KT) department will be responsible for supporting and producing a programme of organizational, including internal communications, outputs in 2020 to raise the profile and impact of Cochrane and evidence informed healthcare, and to support the organization’s strategic, advocacy and knowledge translation communications during a year of important operational delivery.

### **PRINCIPAL ACCOUNTABILITIES/KEY RESULT AREAS**

- To lead on and support the development of Cochrane’s organizational communications plan in 2020 on behalf of Cochrane’s Central Executive Team and wider Community/stakeholders.
- To contribute to the internal implementation of Cochrane’s Knowledge Translation Strategy within the thematic area of ‘packaging and push,’ which describes a programme of work bridging production, dissemination and support to implementation through creating ‘fit-for-purpose’ reviews and disseminating these effectively.
- To contribute to the development of Cochrane’s internal communications plan by producing and writing content for key strategic projects during 2020 across multiple platforms.
- To ensure our communications and content is customized to the needs of end-users of Cochrane’s evidence.
- To work alongside Cochrane’s Central Executive Team and community Groups worldwide to assist them in building their communications and social media strategies.
- To work, establish and build new relationships with Cochrane Groups and Central Executive team departments to support, mentor and enhance their communications and social media activities.
- To write, as required, accurate and engaging materials for the purposes of print, broadcast, web and social media on behalf of Cochrane’s Chief Executive Officer, Editor in Chief and Cochrane generally.
- To work as part of a core Central Executive team to support strategic and advocacy initiatives and other KT audience-focused content and resources.

**PERSON SPECIFICATION****Essential:**

- A degree or equivalent experience working within an internal or external communications environment, or in journalism, and/or in a similar role.
- Demonstrable experience of advising and implementing a communications strategy in conjunction with others; and proven success in communicating the vision and mission of an organizational plan.
- Proven ability to manage multiple projects and work assignments.
- Proven ability to work alongside varied teams in different cultural and linguistic settings.
- Impressive interpersonal skills both in person and through teleconferences and webinars.
- An excellent understanding of multi-media platforms and how to successfully implement effective strategies to achieve the Cochrane's Knowledge Translation's operational objectives.
- Excellent writing skills.
- Strong verbal communication skills.
- Willingness to work flexibly including outside normal working hours to accommodate different time-zones, and sporadic international travel.
- Commitment to Cochrane's mission and principles.

**Desirable:**

- First-rate organizational and project-management skills.
- Good computer literacy and ability to summarize data and present reports on the impact of communications to internal and external stakeholders.
- Experience of healthcare charity sector.
- Experience of working within international contexts.

**KEY INTERFACES**

**Internal:** All groups within Cochrane, particularly all Departments within the Central Executive Team, Cochrane Review Groups and Networks, Geographic Groups, Methods and Fields.

**External:** KT audiences from time to time including policy stakeholders, partners, consumers, clinicians, events and marketing agencies.

**DIMENSIONS**

**Budgetary responsibility:** N/A

**Number of direct and indirect reports:** N/A