

Candidate Information

Position:	Community Outreach Impact Officer, School of MDBS
School/Department:	Centre for Public Health
Reference:	24/112268
Closing Date:	Monday 11 November 2024
Salary:	£33,785-£35,492 per annum (pro-rata)
Duration:	24 months

JOB PURPOSE:

This is an exciting opportunity for an experienced, highly motivated individual to join our vibrant, multidisciplinary rare disease research team. The post-holder will focus on sharing information and communicating with people living and working with rare diseases, promoting rare disease research to diverse audiences to deepen understanding of research, outcomes, relevance, and impact via multiple channels including website, social media, newsletters, videos, visual storytelling, and briefings. In collaboration with senior colleagues, you will highlight strategic projects within a diverse portfolio, supporting a collaborative research environment that fosters a culture of trust and mutual respect. The role requires excellent interpersonal skills alongside scientific and technical understanding relevant for rare diseases.

This role provides a rare opportunity to work in partnership with academic and clinical colleagues, professional support teams, community groups, policy makers, and industrial collaborators. The post-holder will support the (i) the planning and delivery of events and engagement activities with stakeholders, (ii) the recording and reporting of outcomes and impact, (iii) the promotion, outreach and communication of rare disease research, and (iv) the coordination and delivery of strategic projects. The post-holder will be based at the Centre for Public Health at Queen's University Belfast.

MAJOR DUTIES:

1. Be responsible for implementing effective information, communication, and impact activities aligned to our rare disease research
2. Work directly with the research teams, across multiple strategic projects, in order to create and develop output materials in appropriate and attractive formats that can be easily understood by patients, families, carers, and practitioners.
3. Manage relevant websites and social media platforms. Develop a plan to ensure the website and social media outputs are kept up-to-date and fully represent our rare disease research and engagement activities.
4. Support organising and advertising events. This may include codesign with stakeholders, poster / leaflet creation, web and social media updates, and other publicity.
5. Support the preparation and maintenance of appropriate data/records/reports for recording of impact and outputs associated with relevant stakeholders. This includes promoting opportunities associated with a rare disease doctoral training program and disseminating relevant outputs.
6. Provide briefings/presentations/reports on various aspects of the project's information, communication and impact to stakeholders
7. Develop tools and resources to raise awareness of rare diseases with a focus on patient and public information and engagement. This may include developing animated videos and infographics in collaboration with colleagues with relevant lived and / or professional expertise
8. Work with colleagues to develop a detailed programme of engagement events (e.g. policy symposia and outreach workshops). This will include activities such as event planning, programme development, speaker liaison and marketing/publicity for events.
9. Any other duties as requested by the project lead (Prof AJ McKnight) that contribute to information, communication, and impact of rare disease research.

10. The duties of the post outlined above are not exhaustive and the post-holder is expected to be co operative and flexible, undertaking such other duties as may from time to time be reasonably expected of a member of staff in the University. These duties are subject to review in line with the changing requirements of strategic rare disease research projects, the University and with the development needs of the post-holder, as identified through regular review/appraisal processes. The post-holder will have to sign an undertaking of confidentiality.

ESSENTIAL CRITERIA:

1. *A primary degree in a relevant subject, or substantial relevant experience in community outreach.
2. *2 years recent, relevant experience working in an academic, multidisciplinary research environment
3. *Experience in website design, content management and/or maintenance
4. *Experience in the use of social media tools for communication purposes
5. *Experience working with a range of stakeholders to effectively engage them on complex research topics
6. *Experience producing effective communications in a range of mediums
7. *Experience in delivering effective information and / or engagement activities and events
8. Highly developed organisational, decision-making, problem-solving, time management and prioritisation skills.
9. Ability to explain complex ideas simply and effectively.
10. Excellent Information Technology skills including Microsoft Office Suite, and report writing
11. Ability to work on own initiative and react to evolving project needs.
12. Excellent communication skills – ability to be understood by a range of stakeholders
13. Creative mind and ability to find innovative solutions to complex problems
14. Ability to work as part of a team
15. Ability to use initiative and judgement to resolve many day to day problems independently working with minimal supervision and maintaining confidentiality.
16. High attention to detail with the ability to complete work accurately, on time and to appropriate standards.
17. Ability to travel as required by the post

DESIRABLE CRITERIA:

1. *Masters or PhD in relevant field relevant to rare disease research such as genetics, molecular biology, biomedical sciences or health economics.
2. *A relevant qualification in one of the following areas: design, communication or impact.
3. *Recent experience working with rare disease stakeholders, including 3rd sector organisations
4. *Experience contributing to research reporting within a University Setting
5. *Experience of event planning and running events
6. *Experience communicating with patients and families across the lifecourse
7. *Experience developing animated videos, posters, and infographics
8. *Experience of using Adobe Creative Suite or similar products
9. Understanding of rare disease research

ADDITIONAL INFORMATION:

Informal enquiries may be directed to Laura Smyth - L.smyth@qub.ac.uk

Individually rare, affecting less than 1 in 2,000 people, together rare diseases affect ~475 million people globally, with >110,000 people affected by rare diseases across Northern Ireland. Recent rare disease initiatives by our team include the development of an online support tool for carers of people living with a rare disease, socioeconomic appraisals, new approaches for molecular diagnostics, building digital infrastructure to support diagnosis and care pathways, and a recently funded £12 million LifeArc Centre for the Acceleration of Rare Disease Trials (RD-TAP).