

Vacancy Announcement

Organisation: International Union Against Tuberculosis and Lung Disease (The Union)

Position: Communications Officer

Type of Employment: Full-Time

Reporting to: Head of Communications

Location: Home based, located in the UK

Duration: Permanent

Travel: Occasional (at least twice a year)

Salary: Based on experience and location

Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

The Union's Vision: A healthier world for all, free of tuberculosis and lung disease

The Union's Mission: The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

The Union's Values:

- **Quality:** we deliver our services and products to the highest possible standards.
- **Transparency:** we are open and direct in our dealings.
- **Accountability:** we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect:** we recognise people's intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence:** we seek to pursue our mission free from interference by conflicts of interest.

Job Summary:

The main aim of the Communications Department is to build The Union's status as the leading scientific organisation and pathfinders that lung health needs, by articulating the impact The Union has on the fight against tuberculosis and lung disease.

The Communications Officer is responsible for delivering the external and internal communications function of The Union's headquarters. They will work with the Head of Communications to effectively communicate with a variety of audiences, through various communications channels. As it is a small communications team, the Communications Officer will lead on several of their own communications activities, with support from the Head of Communications where required.

Key Responsibilities

Support the development and implementation of a coherent communication strategy, including but not limited to the following responsibilities:

- Identifying and creating engaging content from across the organisation for external and internal audiences, to be disseminated through the appropriate channels (e.g. website, social media, media, intranet, all staff emails, etc.)
- Delivering Training & Education Department communications and marketing activities (including content planning, social media management, email marketing, news stories and activity evaluation)
- Advising and supporting departments (including Tuberculosis, Membership, Journals and Technical Publications) and country offices (including India and Myanmar) to deliver communications activities
- Managing social media accounts (including creation of content, engage with our audiences and oversight of colleagues' use of accounts)
- Managing website (including reviewing and updating pages, coordinating with website developers and training colleagues to use the content management system)
- Leading on internal communications activities (including intranet management, staff meeting organisation with Human Resources and disseminating HQ messages)
- Supporting media outreach activities (including identifying newsworthy stories, drafting press releases and engaging journalists)
- Supporting the delivery of key communications campaigns (e.g. World Tuberculosis Day)
- Supporting the delivery of The Union World Conference on Lung Health communications function (including social media management, content creation and corporate branding)
- Supporting the delivery of the World Conference on Tobacco Control communications function (like Union Conference responsibilities)
- Supporting the management and coordination of awards
- Supporting business development and fundraising activities
- Evaluating the effectiveness of communications activities and campaigns
- Educating colleagues about the use of The Union's brand and overseeing that it is used correctly

This is not a definitive list of responsibilities for the role.

Qualifications, skills and experience

- Educated to university degree level or equivalent in a relevant subject area
- 2-5 years of experience of working in a communications role, preferably in the healthcare or science sectors.
- Ability to create high-quality communications content (news stories, marketing emails, staff newsletters, etc.) for internal and external audiences
- Strong communications skills, both written and verbal
- Strong editing skills, with a good attention to detail
- Strong external and internal stakeholder management skills

- Experience of using corporate social media accounts and scheduling tools
- Experience of using website content management systems
- Experience of design software/tools an advantage
- Excellent organisational skills, with the ability to multitask, prioritise effectively and meet deadlines
- Ability to work independently and as part of small team
- Self-driven, innovative, laterally thinker
- Knowledge of Microsoft Office package

To apply

Please send your CV and a covering letter explaining how your skills and experience fit the position to: career@theunion.org.

Interviews will be held remotely. Deadline for applications: 14 February 2025, 17:00 GMT

The Union is an equal opportunity employer. For more details about the organisation please refer to our website <https://theunion.org/>.