



## Communications and PR Manager

LifeArc is at an exciting point in its evolution. We have a new CEO and an updated vision. We are planning to increase our work as a charity to advance medical research so it can benefit patients.

At LifeArc, we bridge the gap from early research to the point where it can be used by patients, as new experimental therapies or diagnostics. We are uniquely placed to do this as we partner with others to provide both the skills and expertise needed to navigate the challenges of medical translation. Our partners include medical charities, research organisations and scientists.

We are looking for an experienced communications professional who could help us spread the word about what we do and how we work.

The ideal candidate will be used to developing and evaluating communications plans, ideally within a medical sciences setting. In this role, you will work across both external and internal communications, speaking to a variety of audiences including our employees, the biotech sector, charities, academics, medical researchers and other medical research funders.

Your main responsibilities include:

- Manage our agency relationships, overseeing their work, ensuring it supports our strategy and goals
- Work with the Head of Corporate Affairs to support senior managers CEO, Executive, trustee board and organisational divisions to implement strategic communication activities
- Translate the exciting work we do into stories that can engage our target audiences and demonstrate the value that we create
- Design, schedule and plan our communications news flow, including website, intranet, and social media channels
- Support on internal events including company-wide meetings, working closely with senior leadership to help implement change and foster a culture of innovation and trust
- Develop and introduce social media usage guidance and processes to help the organization and our employees use channels in line with our behaviours and purpose
- Encourage and support our own scientists to engage with the public; including advising and guiding them on communications and engagement skills with media

The ideal candidate will have:

- Relevant experience in public relations and communications
- Experience and knowledge of the life sciences sector and/or the medical research community would be a plus
- The ability to build effective relationships quickly, inspire trust and influence people
- The ability to prioritise workload and meet deadlines
- Experience in managing and evaluating campaigns, including social media and online activity

What you will get from LifeArc:

- 31 days annual leave plus bank holidays
- Excellent pension scheme – a defined contribution pension scheme, where we will contribute towards your pension
- Interest-free travel loan
- Great location – we are a short walk from Euston/Kings Cross
- Private health insurance and other flexible benefits scheme
- A commitment to support your development

LifeArc is committed to the principles and practices of equal opportunities and to encouraging the establishment of a diverse workforce. It is our policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, sex, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender



reassignment, religion or belief. This includes creating a culture that fully reflects our commitment to equal opportunities for all.

To apply please email your CV and covering letter explaining why you want to work for LifeArc to:  
[recruitment@lifearc.org](mailto:recruitment@lifearc.org)

**Closing date: 1<sup>st</sup> April 2019**