



<b>JOB DESCRIPTION</b>			
<b>Job title</b>	<b>Communications and Engagement Officer</b>	<b>Department</b>	<b>Nuffield Council on Bioethics</b>
<b>Job holder</b>	<b>Vacant</b>	<b>Reports to</b>	<b>Senior Communications Manager</b>
<b>Job type</b>	<b>Permanent</b>	<b>Date updated</b>	<b>May 2026</b>
<b>Job aim</b>	To support and assist in the development and delivery of communication and engagement activities that encourage and enhance target audience interaction with, and endorsement of, the Nuffield Council of Bioethics' work.		
<b>Resources</b>	Staff reporting to this post: none / responsibility for budget: none		
<b>Responsibilities: Including but not limited to:</b>			
<b>Events management</b>			
	<ul style="list-style-type: none"> <li>▪ Help to organise and coordinate the delivery of NCOB events – this includes, publication launches, press conferences, parliamentary receptions, topic expert roundtables, lunch clubs and horizon-scanning and future workshops.</li> <li>▪ Use in-house systems including (but not limited to) Salesforce and Eventbrite to assist with event administration.</li> </ul>		
<b>Stakeholder engagement and public affairs</b>			
	<ul style="list-style-type: none"> <li>▪ Work with the Senior Communications Manager to generate and action ideas for project-specific engagement tactics (e.g. stakeholder social toolkits).</li> <li>▪ Work with the Public Affairs Manager to provide stakeholder engagement support for Research and Policy team members – this includes, supporting stakeholder mapping exercises and maintaining mailing lists using Salesforce.</li> <li>▪ Work with the Public Affairs Manager to keep abreast of engagement opportunities occurring across Westminster, Whitehall and other policymaking / regulatory bodies – this includes identifying and highlighting open consultations where the NCOB could contribute evidence.</li> <li>▪ Work with colleagues to draft responses to stakeholder consultations as appropriate.</li> <li>▪ Work with colleagues to coordinate and finalise event and engagement briefing materials required by NCOB staff.</li> </ul>		
<b>Communications</b>			
	<ul style="list-style-type: none"> <li>▪ Drafting materials needed for promoting NCOB publications – this includes, press releases, news stories, social media posts, blogs, opinion pieces, stakeholder emails and newsletter summaries.</li> </ul>		



	<ul style="list-style-type: none"><li>▪ Draft basic graphics (for example, quote cards and simple infographics produced in Canva) that can be used to support promotion of NCOB work.</li><li>▪ Work with members of the NCOB Executive and Council to identify examples of NCOB's work having impact and then assist in drafting these as external stories or content for the NCOB website.</li><li>▪ Work with members of the NCOB Executive and Council to identify topics where the NCOB should pen a blog or commentary piece.</li><li>▪ Work with the Senior Communications Manager and digital agency that hosts NCOB's website to ensure the site is up-to-date and well managed.</li><li>▪ Lead on the drafting and distribution of NCOB's monthly corporate newsletter.</li><li>▪ Lead on the drafting and distribution of weekly internal communications at the NCOB.</li><li>▪ Lead on the management of NCOB's social channels.</li></ul>
<b>Other</b>	
	<ul style="list-style-type: none"><li>▪ Contribute to Council papers and reports as appropriate.</li><li>▪ Represent the NCOB at relevant and appropriate meetings.</li><li>▪ Handle enquiries from members of the public and stakeholders, via email or telephone.</li><li>▪ Support NCOB workstreams and initiatives that contribute to the delivery of the wider Nuffield Foundation's Equity, Diversity and Inclusion Action Plan.</li><li>▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</li></ul>



<b>PERSON SPECIFICATION: Communications and Engagement Officer</b>	Essential (E) or Desirable (D)
<b>Experience</b>	
Experience in a role related to communications, event management and / or external affairs	E
Experience of providing communications support in a science or academic organisation	D
Experience of communicating and engaging with a wide range of people / organisations	E
Experiencing in designing and coordinating events	E
Experience in writing news stories and blogs	E
Experience of website content management systems	D
Experience in media relations	D
Experience in managing social media channels	D
Experience in using Canva to design simple graphics	D
<b>Knowledge and Skills</b>	
An understanding of stakeholder mapping and engagement tactics	E
Excellent verbal and written communication skills and interpersonal skills	E
Excellent organisational and prioritisation skills	E
Excellent administration skills	E
An understanding of equity, diversity and inclusion in the workplace and an enthusiasm for embedding this into your work	E
An understanding of workshop and roundtable facilitation	D
An understanding of how to evaluate communication and engagement impact	D
Knowledge of health or science policy issues	D
<b>Personal Qualities</b>	
A well-organised, logical approach to work	E
A collaborative and inclusive working style	E
Ability to cope with a full and varied workload, to prioritise and work to deadlines	E



The ability to take initiative and work independently when required	E
A willingness to work as part of a small team and help out as needed	E
An interest in learning new skills	E
The ability to work to a high level of detail and accuracy	E
Demonstrates a commitment to the Nuffield Council on Bioethics' values	E
<b>Other</b>	
Occasional weekend and evening work, occasional travelling	E