

JOB DESCRIPTION

Job Title: Communications Assistant

Grade: 4 (£22,152.00 - £24,973.00 per year)

Location: Golden Jubilee Hospital, Clydebank, G81 4DY

Hours: Part time (20 hrs)

Length: 1 year fixed term

Purpose

To provide assistance to the Communications team in the delivery of the communications strategy for both [NHS Research Scotland \(NRS\)](#) and [Scottish Health Innovations \(SHIL\)](#); and provide communication support for national Innovation and Test Bed activity.

Background

Scottish Health Innovations Ltd (SHIL) works in partnership with NHS Scotland to identify, protect, develop and commercialise healthcare innovations to improve patient care. NHS Research Scotland (NRS) is a partnership involving Scottish NHS Boards and the Chief Scientist Office (CSO) of the Scottish Government, ensuring NHS Scotland provides the best environment to support clinical research.

Both SHIL and NRS Central Management Team, managed under contract by SHIL, are funded via a grant from the Chief Scientist Office (CSO) of Scottish Government. Communications forms a centralised function supporting both organisations. This post will operate flexibly across the portfolio and report to the Communications Manager.

Role overview

The Communications Assistant will provide support across a broad range of communication activities, helping maintain the effective promotion of both NRS and SHIL brands. The work of the postholder will be varied, providing a mixture of administrative tasks alongside work across print, digital and event portfolios. It will suit an enthusiastic, motivated and well organised individual. Candidates should have a qualification (minimum HNC) in a marketing, communications or media related subject; or previous experience within a busy communications environment. Strong interpersonal and good team-working skills are also essential.

Main activities

- Assist the timely production and distribution of marketing materials
- Support attendance at events and conferences
- Support website maintenance, ensuring content is updated and reviewed regularly
- Assist with the distribution of targeted weekly, monthly and ad hoc newsletters and mailings
- Help monitor key social media platforms including Twitter, LinkedIn and blogs
- Help prepare presentations and reports
- Maintain effective administrative systems within the team, including budgets, team schedules, calendars, databases, stock reports and central mailboxes
- Work closely with other members of the communications team and broader NRS/SHIL colleagues
- Work with external suppliers including printers, couriers, developers and venues
- Act as point of contact for all marketing and communication enquiries

- Any other relevant duties as required

Experience and Skills:

Minimum Required:

- HNC in communications/marketing or experience of working in a similar communications role
- Proficient in MSOffice
- Strong verbal and written communications skills
- Strong attention to detail
- Excellent organisational skills with the ability to work flexibly across multiple projects and to balance competing priorities
- Ability to work to deadlines

Desired:

- Working knowledge of content management and web publishing systems
- An understanding of social media and the tools available
- Experience of co-ordinating events
- Experience of creating marketing materials
- Knowledge, experience or interest in health research and innovation

To apply for this position please send your CV along with a covering letter to: Lyndsey.wilson@shil.co.uk

Closing date: 18 September 2019

Only successful candidates will be contacted.