

# Recruitment pack



**Health Content  
Officer (12 month  
maternity cover)**  
Programmes team  
**Closing date: 10/01/2022**



**Target  
Ovarian  
Cancer**

# What you need to know about the role

<b>Job title:</b>	Health Content Officer (12 month maternity cover)
<b>Reports to:</b>	Senior Information and Support Manager
<b>Location:</b>	We currently offer a hybrid-working model. This means you may usually work from your home or remote location, but are expected to attend meetings and pay for your own travel to the office in Angel, London, when required.
<b>Hours:</b>	Full time, permanent (35 hours)
<b>Salary:</b>	£27,500 per annum
<b>Holiday:</b>	Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service, plus statutory public holidays.



## About Target Ovarian Cancer

### **Ovarian cancer devastates lives.**

11 women die every single day and survival rates in the UK are among the worst in Europe. Those facing ovarian cancer are being let down on all sides: symptoms awareness is low, diagnosis is often too late, treatments are too few and often debilitating. Too many lives are lost and shattered.

This injustice cannot continue. As a community we stand for change.

### **At Target Ovarian Cancer, we target what's important to stop ovarian cancer devastating lives.**

We're the only ovarian cancer charity working across all four nations of the UK. We work with everyone affected by ovarian cancer and health professionals to ensure we target the areas that matter most for them.

We're fighting for a world where everyone with ovarian cancer lives, and we're targeting what's important – symptoms awareness, early diagnosis, better treatments and support for all.





# Our values

Learn about the values we expect from ourselves and each other, at every level of the organisation, every day.



## Supportive

Working together to be there for women with ovarian cancer and their families.



## Expert

Bringing together the knowledge, skills and experience to succeed.



## Pioneering

Constantly pushing boundaries, innovating and working to be the very best we can be.



## Empowering

Helping people to achieve their goals.



## Passionate

Women with ovarian cancer are at the heart of everything we do.



## Impactful

Delivering the changes that women with ovarian cancer and their families need.



My favourite thing about working at Target Ovarian Cancer is definitely the people – it's an absolute pleasure to be part of such a passionate and dedicated team who are super friendly and fun to work with!"

- Hayley, Head of Digital



# Specific responsibilities

- Lead on the delivery of reviewing and updating of existing printed publications and information on our website, in line with the charity's information production standards. This involves overseeing the whole process including research, scoping, copywriting, editing, and production and promotion.
- Work with colleagues in the Supportive Services team and across the wider charity to develop new information in printed and digital formats including written website content, images and multimedia such as video and podcasts, ensuring it is in line with the charity's information production standards and branding.
- Coordinate the production of multimedia, video products and photography with external providers.
- Research and provide insight/recommendations for future information development.
- Work with people affected by ovarian cancer, Target Ovarian Cancer staff, health professionals, lay reviewers, and other relevant specialists and organisations to update existing and develop new information.
- Reach out to less often heard audiences and make sure our information reflects the diversity and breadth of experience of the people we work with.
- Manage relationships with print, design and distribution suppliers.
- Work with colleagues in the Supportive Services team and across the wider charity to promote digital content and printed publications to health professionals and our supporters (people with a diagnosis of ovarian cancer and their family and friends).
- Oversee the distribution of printed health publication orders through our fulfilment service.
- Provide monthly evaluation of the distribution of our information both online and offline.

## Other Duties

- Use the database (Raiser's Edge) appropriately to track distribution of our information, and ensure any communications with supporters are compliant with relevant legislation (e.g. GDPR/ data protection) and communication is recorded appropriately.
- Work with the Supportive Services team to ensure distribution and evaluation of awareness materials in the months leading up to and including Ovarian Cancer Awareness Month (March every year).
- Support the wider activities of the team, including sharing responsibility for answering the phone, working with colleagues to ensure there is always cover for the organisation's support line, providing triage for incoming calls and arranging for transfer to or a call back from one of our Nurse Advisers and supporting with the moderation and monitoring of our online support communities 'In Touch' and 'Ovarian Cancer Community' on Facebook.



# Specific responsibilities

- Manage the team's shared inbox and enquiries, ensuring all receive information about our services as appropriate.
- Keep up to date with relevant health and information initiatives as well as research on ovarian cancer that impact on our work. This includes changes to guidance from the Department of Health, the National Institute for Health and Care Excellence (NICE), NHS England and the Patient Information Forum (PIF).
- Undertake other appropriate assignments within the organisation as required in line with the broad remit of the role.



# Person specification

<b>Knowledge and experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of producing and reviewing written information to a high standard and the ability to weigh up supporting evidence.	X	
Experience of working on both digital and offline information content.	X	
Exceptional editing and proof-reading skills and a real eye for detail.	X	
Experience of communicating complex technical information to a non-expert audience in easy-to-understand English.	X	
Experience of creating (or project-managing the creation of) videos or other multimedia content.		X
Excellent written and verbal communication skills, and experience of liaising with external stakeholders.	X	
An understanding of the impact of cancer which often has a challenging prognosis on people with a diagnosis, their families and friends.		X
Ability to work on own initiative and effectively within a team.	X	
Ability to prioritise work, work to tight deadlines and meet personal and organisational objectives.	X	
IT and digital skills including proficiency in MS Office (particularly Word and Excel) and digital platforms (ideally a content management system to publish web content – we use Drupal).	X	
A broad knowledge of voluntary and statutory sector services for people living with cancer.		X
Understanding of the opportunities and challenges of developing digital health information.	X	



# Person specification

## Personal attributes and skills

Creativity and user-focused with an understanding of how to use different formats to provide information.	X	
Confidence, with the ability to represent the charity when liaising with external stakeholders such as clinical reviewers.	X	
Passionate about empowering those we support and developing and improving support and information for people affected by ovarian cancer.	X	
Commitment to personal development and working to be the very best you can be.	X	
Supportive, with the ability to relate to people living with ovarian cancer with warmth and sensitivity.	X	

# Equal opportunities

Target Ovarian Cancer is committed to the promotion of equal opportunity and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.



# Benefits



## Holidays

Staff start with 25 days' annual leave entitlement, rising to 27 days after one year's service and 30 days after two years' service and also receive statutory public holidays. This is pro-rated for part time staff.



## Employee assistance programme

All members of staff, their partners and any dependants between the ages of 16 & 24 in full time education, have access to a free and anonymous service providing information, expert advice and specialist counselling to deal with a wide range of issues staff may encounter in their personal or work lives.



## Health Service Discounts

All Target Ovarian Cancer staff are eligible to sign up to the NHS Health Service Discounts website as healthcare-related charity staff and receive discounts on shopping, insurance, mobiles, and more!



## Volunteering

All staff are encouraged to volunteer at Target Ovarian Cancer events at least twice a year. Time off in lieu is given for these volunteering times when staff volunteer out of working hours.



## Pension

5 per cent employer contribution.

# Meet the team



Everyone is genuinely passionate about supporting all those affected by ovarian cancer. Everyone works so hard to make a difference every day and we are all supported to be the best we can be, which has a direct effect on those who need our advice and information the most."

- Amy, Senior Healthcare Engagement Officer





# Benefits



## Interest-free season ticket loan

Allowing staff to spread the cost of annual public travel to and from the office over a set period of time.



## Childcare vouchers

Available to those already on the childcare voucher scheme.



## Buddy system

All new starters are allocated a buddy to help welcome them into the charity and support them in settling in.



## Hybrid working

Our hybrid working policy means staff may usually work from their home or remote location, and are expected to attend meetings and pay for their own travel to the office in Angel, London when required.



## Social committee

Target Ovarian Cancer's social committee organises fun social events creating a sense of togetherness and wellbeing among our valued staff.



## Flexible working

Our standard full-time working week is 35 hours. We make every effort to support flexible working requests where possible (we respect people's different working preferences and the need for a healthy work-life balance).

# Meet the team



I was made to feel so welcome by everyone at Target Ovarian Cancer from my very first day, and that support has definitely continued. The hybrid working model works well, but there are still plenty of great opportunities for us all to meet in person. Everyone has a really strong understanding and passion for our work and what we're here to achieve, and it's fantastic to be a part of that."

- Anna, Digital Marketing Manager



# How to apply

Please apply by visiting [this link](https://www.targetovariancancer.org.uk/jobs) and submitting a cover letter and CV.

Please submit your application by 11.59pm on Tuesday, 10 January 2023.

You can also apply by visiting our website: [www.targetovariancancer.org.uk/jobs](https://www.targetovariancancer.org.uk/jobs)

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## Find out more

 [targetovariancancer.org.uk/jobs](https://www.targetovariancancer.org.uk/jobs)

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