

## **MRC**

*Public Engagement and Communications Assistant - Operations Group*

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### Research Institute / Unit Information

The MRC Laboratory of Molecular Biology (LMB) is one of the birthplaces of modern molecular biology and has played an important role in the development of many new techniques, most notably protein crystallography, cryo-electron microscopy, DNA sequencing and monoclonal antibodies. The LMB has a clear goal of understanding biological processes at the molecular level, with the ultimate aim of using this knowledge to tackle specific problems in human health and disease. We aim to tackle difficult, long-term problems, which often require investment over many years.

There are four scientific Divisions - Structural Studies, Protein and Nucleic Acid Chemistry, Cell Biology and Neurobiology. However, scientific collaboration between the different Divisions is extensive. Scientists are well supported by excellent scientific facilities and by the LMB Operations Group which maintains the core infrastructure and services of the institute.

The LMB provides an unsurpassed environment for both new and established researchers. Scientists are drawn to the LMB from all over the world, thus creating a lively and international community for the exchange of ideas and technical innovation.

UK Research and Innovation is a new entity that brings together nine partners to create an independent organisation with a strong voice for research and innovation, more information can be found at [www.ukri.org](http://www.ukri.org)

Band MRC - 5

Location Cambridge

Salary £25,798 – £31,362 per annum (pro rata for part-time)

Contract Type Permanent

Job Type Administration & Management

Full Time / Part Time Full or Part Time options

### Job Description

#### **Overall purpose:**

To contribute to the public engagement and communications activities of the MRC Laboratory of Molecular Biology (LMB).

#### **Main duties:**

To support and assist the Engagement & External Communications Manager in activities such as:

- Public engagement and outreach activity support, monitoring and evaluation
- Organisation of media visits and tours of the Laboratory
- Management of enquiries as part of the LMB News Team
- Drafting news stories and other digital content
- Compliance with LMB brand and editorial guidelines
- Secretariat support for the LMB News and Public Engagement teams and other working groups

### **Key responsibilities:**

To assist with the development, promotion, delivery and evaluation of new public engagement activities for key in-person and online events, such as LMB Open Days or the Cambridge Festival, and new longer-term engagement in collaboration with scientists and other Public Engagement team members. Event support and delivery may involve working outside of normal hours, with time off in lieu.

To support the development, promotion, organisation and evaluation of LMB school outreach events with other Public Engagement team members, including coordination of the Microscopes4schools Competition for primary schools.

To coordinate the LMB work experience programme, answering student queries, supporting hosts and ensuring safeguarding requirements are adhered to. Liaise with external work experience organisations to advertise available placements to schools and students. Collect feedback, draft case studies, and ensure the external work experience webpage and intranet information are up to date.

To support internal engagement with members of the LMB to help build capacity for public engagement, reviewing and improving access to public engagement resources.

To draft and edit Insight on Research and LMB News stories, as well as abstracts for LMB in the News and Alumni News in collaboration with other LMB News team members. To liaise with UKRI Press Office and other stakeholders in the production and release of information. To adhere to confidentiality, embargoes and other restrictions as necessary.

To support the development of new video and graphical content in collaboration with the LMB VisLab to aid the communication of the LMB's science to target audiences using a variety of digital media, including the LMB website, social media sites and YouTube channel. To post content on the LMB's social media channels.

To organise tours of the LMB for visitors including school and student groups, and act as a tour guide when required.

To organise media visits to the LMB for interviews and filming, liaising with LMB staff and external contacts, seeking necessary approvals and chaperoning visitors.

### **Working relationships:**

This is a hands-on in-person role and involves interactions with staff at all levels.

You will report to the Engagement & External Communications Manager and will be part of the LMB Public Engagement, News and Website teams.

You will need to develop effective working relationships with LMB staff, the LMB VisLab and other public engagement and communications staff, so that you are seen as an effective member of the Public Engagement, News and Website teams.

You will need to interact effectively with regional MRC communications colleagues, UKRI Corporate Communications team members and other external communications/engagement contacts.

**Additional information:**

The above lists are not exhaustive and you are required to undertake such duties as may reasonably be requested within the scope of the post. All employees are required to act professionally, co-operatively and flexibly in line with the requirements of the post, the MRC and UKRI.

Person Specification

**Education / qualifications / training required:**

*Essential:*

Educated to degree level or equivalent experience.

*Desirable:*

Science-related degree.

Qualification in public engagement or science communication.

**Previous work experience required:**

*Essential:*

Experience of developing and/or delivering public engagement or outreach activities.

Experience of communicating complex scientific ideas to different target audiences.

Experience in event management.

Experience of using social media.

*Desirable:*

Experience in digital engagement.

Experience of working with schools and/or developing age-appropriate or curriculum linked activities.

Experience in communications or media work.

Experience of designing website content and/or video content.

Experience of working with academics and researchers.

**Knowledge and experience:**

*Essential:*

Sufficient scientific knowledge to understand and translate complex scientific papers

into general language accurately and quickly.  
Excellent IT skills and a working knowledge of MS Office software.

*Desirable:*

Experience of working with images (e.g. sourcing, selecting, adapting for different communication channels). Experience of producing and/or editing filmed content and/or storyboards.

**Personal skills / behaviours / qualities:**

*Essential:*

Communication

Strong writing and editorial skills, with great accuracy and attention to detail.  
Good presentation skills and an ability to talk to groups of visitors with different backgrounds (e.g. general audience or scientific community).  
Excellent interpersonal skills with the ability to build effective working relationships with colleagues at all levels and enthuse others about the benefits of public engagement.

Initiative and time management

Ability to prioritise workload and meet deadlines.  
Ability to use own initiative and work without or under limited supervision.  
Excellent organisational skills and the ability to apply them whilst under pressure.

Team working

Effective team member willing to contribute, but respectful of the roles and experience of others.

Personal style and behaviour

Keen interest in science and the work of the LMB and MRC as a whole.  
Enthusiastic and pragmatic with a flexible approach to varied workload.

Further Information

This position is likely to be office-based, however the possibility of some hybrid working could be considered. This post is available on a full time or part-time basis (minimum 25 hours per week).

The MRC is a great place to work and progress your career, be it in scientific research or the support functions. The MRC is a unique working environment where our researchers are rewarded by world class innovation and collaboration opportunities that the MRC name brings. The MRC is an excellent place to develop yourself further and a range of training & development opportunities will be available to you, including professional registration with the Science Council.

Choosing to come to work at the MRC (part of UKRI) means that you will have access to a whole host of benefits from a defined benefit pension scheme and excellent holiday entitlement to access to employee shopping/travel discounts and salary sacrifice cycle to work scheme, as well as the chance to put the MRC and UKRI on your CV in the future.

Our success is dependent upon our ability to embrace diversity and draw on the skills, understanding and experience of all our people. We welcome applications from all sections of the community irrespective of gender, race, ethnic or national origin, religion or belief, sexual orientation, disability or age. As "Disability Confident" employers, we guarantee to interview all applicants with disabilities who meet the minimum criteria for the vacancy.

UKRI supports research in areas that include animal health, agriculture and food security, and bioscience for health which includes research on animals, genetic modification and stem cell research. Whilst you may not have direct involvement in this type of research, you should consider whether this conflicts with your personal values or beliefs.

We will conduct a full and comprehensive pre-employment check as an essential part of the recruitment process on all individuals that are offered a position with UKRI. This will include a security check and an extreme organisations affiliation check.