

Job description

Job title:	Information Officer (One year fixed-term contract)
Location:	Head Office, London, SE1 (with flexibility for homeworking)
Department:	Services and Support
Reporting to:	Information Coordinator
Salary:	£26,000–£28,000 per year

Muscular Dystrophy UK is the charity for the 110,000 people living with muscle wasting conditions in the UK. We bring together people affected by more than 60 rare and very rare progressive muscle-weakening and wasting conditions. We provide vital information, advice, resources and support for people with muscle wasting and weakening conditions, their families and the professionals who work with them.

Main purpose of role:

The Information Officer is an exciting one-year fixed role at MDUK, that will sit within the Services and Support Team. You will be responsible for supporting the Information Coordinator to update, develop and maintain our portfolio of high-quality information resources, across various formats such as print publications and digital platforms. With a key focus on practical, welfare and lifestyle information.

Main tasks and responsibilities:

- Work with the Information Coordinator to research, write, edit and produce new information materials, with a focus on practical, welfare and lifestyle materials – to include various formats, including webpages and print publications.
- Using feedback and community insights to identify opportunities to expand and develop our portfolio of information and publications.
- Work in line with Muscular Dystrophy UK's established information production process, to manage and track review schedules, and ensuring any health related and medical based information is produced in line with the PIF tick quality mark.
- Work closely with key stakeholders, health and social care professionals, to ensure accuracy of information and to identify gaps in information provision.
- Ensure that our information and resources are produced with individuals living with and affected by muscle wasting condition, their families, and carers as the primary audience.
- Ensure content meets charity brand guidelines, plain English principles and accessibility requirements, working closely with Content Team to guarantee these are met

Other responsibilities:

- To ensure that all actions comply with the spirit of the Data Protection Act.
- To represent the charity externally if required and to undertake other such tasks as required by the line manager.

Values and behaviours

- A positive attitude and approach that reflect the [charity's values](#).
- To seek opportunities to contribute to the development of the charity.
- A commitment to and an understanding of disability issues, equality, diversity and inclusion.
- To always demonstrate role model behaviour.

Experience	
A good level of general education, including a high standard of written English	Essential
Proven experiences of identifying opportunities to develop new resources for an organisation or charity, and working proactively to make them a reality	Desirable
Use of Microsoft Word, Excel, PowerPoint, Outlook, and other customised packages, including databases.	Essential
Experience of editing and proof-reading health information and/or publications	Essential
Good understanding of issues relating welfare benefits, independent living and condition management	Essential
Personal qualities and knowledge	
Committed, self-motivated, proactive and creative	Essential
Communication – The ability to represent Muscular Dystrophy UK effectively and professionally. Produces clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines.	Essential
Planning – The ability to develop and implement clear and robust plans for self and others to follow.	Essential

Organisational skills – The ability to manage own time and prioritise effectively, and manage changing demands to workload to a high standard.	Essential
Self-development – The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	Essential
Strong interpersonal skills and ability to build effective working relationships both internally and externally with the media and case studies.	Essential
The ability to work with a variety of people including healthcare professionals, patients, family members and other charity stakeholders.	Essential
Strong written communication skills, with an ability to communicate complex medical information to a variety of audiences and ability to quickly gain a thorough understanding of a complex health topic.	Essential
4. Details	
Full time – 35 hours per week	