

IFMRS Digital Communications Officer (part-time)

Salary: £32,000 GBP / \$44,140 USD / €37,280 EUR per annum equivalent for a maximum of 14 hours per week

- Must be self-employed
- Notice period of 1 week for the first 2 months, after which it becomes 4 weeks
- Remote working

JOB DESCRIPTION

About the role

The International Federation of Musculoskeletal Research Societies (IFMRS) is a growing, global, not-for-profit organization whose purpose is to promote excellence in the field of musculoskeletal science, in order to improve the prevention and treatment of all musculoskeletal (MSK) conditions worldwide.

We bring together major musculoskeletal research societies from across the world working across the spectrum of MSK conditions, from rare diseases to osteoarthritis, and the full spectrum of MSK research, from basic to clinical: <https://www.ifmrs.org/membership>.

Our 3-year Strategic Plan commits us to broadening and strengthening our global network; developing new ways to support our early career researchers across the world; and raising the profile of MSK and MSK research at the international level with bodies such as the WHO.

Effectively harnessing the opportunities of digital communications to engage and reach an increasingly broad range of members and stakeholders, including from industry, is central to our Strategic Plan. This includes webinars, podcasts, virtual roundtable events and potentially a new online forum, in addition to our regular newsletters and ongoing communications via social media.

The IFMRS currently supports two global digital platforms: the Musculoskeletal Knowledge Portal (www.mskkp.org), which is jointly managed by the IFMRS and the [Broad Institute](#); and the HubLE Learning Environment (www.huble.org), which is owned and managed by the IFMRS and led by two Editors-in-Chief who are appointed by the IFMRS.

We are looking for a reliable, flexible, experienced and enthusiastic Digital Communications Officer to help us develop and improve our overall communications, with particular emphasis on the IFMRS social media channels and the HubLE platform.

The Communications Officer will be managed by and will work closely with the IFMRS CEO, who is based in the UK and works part-time up to 20 hours per week.

To apply, please send your CV and a cover letter (max 2 pages) to Federico Mosconi at ceo@ifmrs.org no later than **midnight on Sunday 18 July**.

Key Responsibilities

General

- Support the CEO in all internal and external communications aspects of the 2021-2023 Strategic Plan
- Manage regular IFMRS communications, particularly via the newsletter and social media

Outreach and engagement

- Lead on developing our public-facing digital communications, and creating opportunities for dialogue, information-sharing and discussion within our community using digital solutions
- With the HubLE Editors-in-Chief, support the development of HubLE into a rich and thriving online community and repository of information
- Manage communications around HubLE and the MSK Knowledge Portal, in partnership with the HubLE Editors-in-Chief and the Broad Institute, respectively
- Scope potential corporate partners and support the CEO in communicating with and managing relations with corporate partners
- Follow the work of IFMRS member organizations and partners and collate and share key information and activities effectively with the wider community
- Identify practical and creative ways to improve engagement and communication across our community

Communication

- Refine and lead on implementing the Communication Plan for the IFMRS
- Produce sharp, engaging website content, articles, tweets and other visual material (eg videos, infographics) in collaboration with our web editor
- Invite, scope and compile items for our bimonthly newsletter, and work with our web editor to manage its production and distribution.
- Manage IFMRS website updates with new content.
- Liaise with counterparts in key IFMRS members, and support IFMRS members with key communications as relevant
- Scope, establish and maintain relations with corporate partners and sponsors, ensuring we are delivering value to them
- Ensure the branding and style of all IFMRS communications is consistent across all communications channels.
- Regularly consider ways in which we can improve our communications and reach a broader audience

Monitoring and measurement

- Lead on impact reporting of digital communications, analyzing metrics regarding website usage, and identifying ways in which we can improve our reach and levels of engagement
- Keep track of IFMRS members and partners' activities and projects as relevant to the IFMRS and the wider community

PERSON SPECIFICATION

Experience

Essential:

- At least 2 years' experience of working in communications, PR or digital marketing
- Experience of producing high-quality, creative, targeted communications, including copy writing, tracking and reporting
- Good experience of successfully using relevant software, including WordPress, MailChimp, Google Analytics and Microsoft Suite.
- Experience of working for a charity or non-profit organization

Desirable:

- Experience of working in an international, multilingual environment
- Experience of working for an umbrella or membership organization
- Experience of working for a research, clinical or patient-led organization

Skills

Essential:

- Excellent written communication skills, with excellent attention to detail
- Proficient in digital communications using a range of tools and channels
- Excellent interpersonal skills, with the ability to communicate effectively in an open and engaging way with a very broad range of stakeholders from different countries and cultures.
- Excellent organisational skills, with the ability to manage and move between a number of different activities as required
- Ability to distil key messages and extract key information and issues of interest to our members and stakeholders from complex information
- Ability to work independently, but also as part of a small team
- Ability to work flexibly during the week and occasionally outside of normal office hours

Desirable:

- Conversational ability in at least one major language other than English