

**Sarcoma UK**  
The bone & soft tissue  
cancer charity

## Application Pack

# Information and Content Officer



April 2024



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Dear Candidate

**Post: Information and Content Officer**

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to [jobs@sarcoma.org.uk](mailto:jobs@sarcoma.org.uk). CVs won't be considered.

The closing date for applications is **Sunday 26 May (5pm)**. Interviews will be held on **Tuesday 11 June 2024**, in person at our London offices.

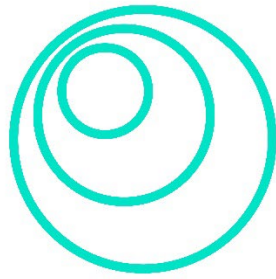
We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website: [www.sarcoma.org.uk](http://www.sarcoma.org.uk) and through our social media channels. If you have any questions regarding this post, please contact [jobs@sarcoma.org.uk](mailto:jobs@sarcoma.org.uk).

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard Davidson – Chief Executive



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## What is sarcoma?



Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.



15 people are diagnosed with sarcoma every day in the UK.



There are around 100 different subtypes of known sarcoma.



A key symptom of sarcoma is a lump that is increasing in size, often quickly.

**Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.**

🐦 @Sarcoma\_UK  
📷 @Sarcoma\_UK  
📘 uk.sarcoma

[sarcoma.org.uk](http://sarcoma.org.uk)



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## About Sarcoma UK

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments. It is the only cancer charity in the UK focusing on all types of sarcoma.

### *Our vision*

Where everyone affected by sarcoma cancer has the treatment, care and support they need.

### *Our mission*

To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

### *What we do*

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

### *Our goals*

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.



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## OUR VALUES



### PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

### TOGETHER

We are creating a community to make a difference for all those affected by sarcoma



- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do



### EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes



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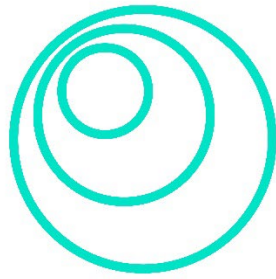
## **Equality, Diversity and Inclusion Statement**

**Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.**

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.



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## Information and Content Officer

Providing information for people affected by sarcoma is at the heart of our mission at Sarcoma UK.

The Information and Content Officer will be responsible for supporting the development, maintenance, and promotion of a comprehensive range of high-quality information resources for sarcoma patients, their families/carers, healthcare professionals, and the general public. This includes creating new content as well as reviewing and updating existing materials across various formats such as print publications, digital platforms, videos, and social media.

The role involves close collaboration with healthcare professionals, patient reviewers, internal teams, and external stakeholders to ensure both accurate and accessible content.

This is an ideal role for someone who wants to expand their knowledge and experience in a role that can make a real impact for people with sarcoma cancer and their loved ones.

## Job Description

Salary: £30,000 per year

Hours: Full Time (37.5 hours per week)

Location: Sarcoma UK's offices (Angel, London) and home

Reports to: Information and Content Manager

Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Volunteering day per year
- Enhanced sick, maternity and adoption pay
- Sarcoma UK Life Insurance Scheme
- Health and wellbeing:
  - Health Cash Plan
  - Therapy sessions
  - Wellbeing Group
  - Team activities throughout the year
- Interest-free season ticket and bicycle loan



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## **Job purpose**

To develop and deliver the charity's information services for people with and affected by sarcoma cancer.

## **Duties and key responsibilities**

### **Content development:**

- Work with the Information and Content Manager to research, write, edit and produce new information materials including print publications, web pages, videos, etc.
- Work in line with Sarcoma UK's information production process, including:
  - Liaise with clinical experts and patient reviewers throughout the content development process
  - Maintain formal systems within the information production process in line with the PIF tick quality mark
- Ensure all new content meets clinical standards, brand guidelines, plain English principles, and accessibility requirements.

### **Content updates & maintenance:**

- Continuously review and update existing print and digital information resources to ensure accuracy.
- Maintain a structured review schedule to keep materials current as per the PIF quality mark.
- Manage a comprehensive database to track all information resources and versions.

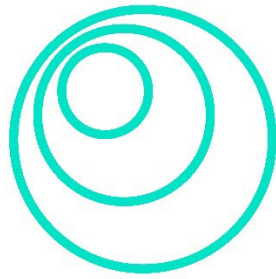
### **Content promotion & distribution:**

- Work with colleagues to create promotional content for Sarcoma UK's information resources across multiple channels.
- Utilise social media platforms to extend reach and engagement with target audiences.
- Collaborate with internal communications and digital teams on content publishing and marketing.

### **Administration & reporting:**

- Collect metrics and provide regular reports on content performance, user engagement and feedback.
- Assist in developing evaluation methods to assess impact of information resources.





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## General:

- To support new work within the information team.
- Work closely with healthcare professionals, people affected by sarcoma, and staff members.
- To attend Sarcoma UK events and take part in Sarcoma UK's wider work.
- To travel occasionally to meetings and events. Occasional weekend or evening work may also be required and time off in lieu will be given.
- To undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.

## Person Specification

	Essential	Desirable
<b>Education, training and qualifications</b>	A good level of general education, including a high standard of English	Relevant professional qualifications e.g. any content or user insights training
<b>Experience / knowledge</b>	Experience and knowledge of developing user-led information and content for people across print and online.  An understanding of user involvement in developing and delivering work.  Use of Microsoft Word, Excel, PowerPoint, Outlook, and other customised packages, including databases.	Experience of working in patient information, liaising with healthcare professionals including clinicians, nurses, and GPs.  Knowledge of health literacy, plain language, and accessibility, and how they relate to information production.
<b>Skills and abilities</b>	The ability to work with a variety of people including healthcare professionals, patients, family members and other charity stakeholders.	



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	<p>Strong written communication skills, with an ability to communicate complex medical information to a variety of audiences.</p> <p>Ability to quickly gain a thorough understanding of a complex health topic.</p> <p>Highly organised, with project management skills and an ability to work methodically, accurately, and calmly under pressure.</p> <p>Ability to work on own initiative and work effectively within a team.</p>	
<b>Other</b>	<p>Commitment to improving the lives of people affected by sarcoma.</p> <p>Commitment to Sarcoma UK's values and strategic aims.</p> <p>Promote equality, diversity and inclusion at Sarcoma UK.</p> <p>Commitment to best practice and professional integrity in all areas of work.</p>	