



1 Advertisement

Post Title: Co-ordinator (Communications)

School/department: Brighton and Sussex Medical School

Hours: Full time hours considered up to 36.5 hours a week. Requests for flexible working options will be considered (subject to business need).

Contract: permanent

Reference: 9897

Salary: starting at £23,144 to £26,396 per annum, pro rata if part time

Placed on: 01 November 2022

Closing date: 14 November 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

This vacancy is only open to those currently employed by the University of Sussex and the University of Brighton

Looking for a challenging and varied role? Brighton and Sussex Medical School is looking for an outgoing and organised Co-ordinator (Communications) to join its Communications Team.

The post holder will have basic experience in editing web pages and using social media, including Twitter, Facebook and Instagram. They will have a strong interest in developing skills in digital media, including using Adobe Creative Suite, and creating and editing videos.

The successful candidate will be self-motivated, team-focused and work well with a range of stakeholders. They will have excellent communications skills and attention to detail, and the ability to work effectively in a fast-moving environment, as well as some experience supporting events and/or communications.

Please contact Matt Bemment on m.bemment@bsms.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

www.brighton.ac.uk/jobs

www.bsms.ac.uk

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the school/division at <https://www.bsms.ac.uk/index.aspx>

3. Job Description

Job Description for the post of: Co-ordinator (Communications)

Department: Brighton and Sussex Medical School

Section/Unit/School: Communications

Location: Hybrid: Up to 50% home based, remainder Watson Building, University of Brighton, Falmer BN1 9PH

Grade: 4

Responsible to: Matt Bemment, Digital Communications Officer

Responsible for: N/A

The principal accountabilities for this role are as follows:

1. To support the successful delivery of the services or processes of the medical school through the effective co-ordination of activities, events and content
2. Maintain, publish and disseminate information and appropriate communications to ensure services and processes are understood, utilised and applied
3. To act as the main point of contact for service users in the effective and efficient delivery of services, such as the website and social media channels.
4. Provide support for quality assurance and staff and/or student feedback activities including reporting on usage and uptake information.

Website

- Act as the main point of contact for the website and manage the webmanager inbox.
- Regularly check the website to ensure that all content remains current and make updates as required, using the content management system (CMS) Contensis.
- Create new web pages as requested.
- Check all content and uploaded materials for accessibility.
- Create graphics and visual content, and prepare images for the web using Adobe Creative Cloud apps.

Social media

- Create engaging content for the school's social media presence (Facebook, Twitter, Instagram, YouTube and LinkedIn), relevant to a broad audience of prospective and current students, staff, alumni and the public.
- Develop and maintain a social media calendar to capture content around key health days and themes for each month.
- Work with teams to plan key campaigns
- Create and schedule paid for social media campaigns.

- Work with the Digital Communications Officer to develop social media strategies for key milestones and major events, rolling out campaigns with relevant content.
- Measure social media engagement and create reports on a quarterly basis.
- Respond to queries and messages on social media in a timely manner.
- Work with student ambassadors to take over the BSMS social media channels and provide snapshots of student life.

Visual identity

- Maintain and update templates for commonly used digital and print items, eg PowerPoint slides, handbooks, newsletters.
- Design and manage printing of BSMS branded merchandise, banners and business cards.

Video

- Create and edit video content for the website/social media and internal comms.
- Post video content on web/social media as required.
- Edit, caption and upload videos of talks from online events.

Copywriting and proofreading

- Write, edit and proofread copy for a variety of internal and external media including the website, social media and the student e-bulletin.

Event management

- Help with marketing of events, including creating graphics/publicity and promotional materials, and online booking.
- Assist with planning, promoting and hosting digital events
- Assist with supporting one-off and regular events (eg graduation), taking on tasks as requested to ensure these run smoothly, eg the necessary staff, services, venue, booking system, catering, equipment and materials are in place.
- Create relevant social media content before, during and after events.

Internal comms

- Manage the monthly student e-bulletin, collating and writing copy and disseminating the bulletin via DotDigital.
- Post staff and student comms on internal digital channels such as SharePoint and MyStudies.

Other

- Raise requisitions and processing invoices for the Communications team, using the University of Sussex Finance System Unit 4.
- Manage the flow of information to display screens in the BSMS Teaching Building foyer and assist teams with screens in other buildings.
- Undertake such other duties consonant with the role as determined by the Digital Communications Officer.

This role is aligned with the Co-ordinator role based on the University of Sussex job families. The key responsibilities for the Co-ordinator role can be found [here](#).

4. Person Specification

SKILLS / ABILITIES

	Essential	Desirable
Excellent communication skills (written and verbal); able to form effective relationships with individuals from all backgrounds/levels;	X	
Strong proofreading and editing skills	X	
High proficiency with computer software (word, excel), email and use of Internet	X	
Excellent administrative and organisational skills, and the ability to manage and prioritise a diverse workload	X	

KNOWLEDGE

	Essential	Desirable
An understanding of communications, marketing or PR	X	
A good understanding of English grammar and punctuation	X	
Knowledge of scientific terminology		X

EXPERIENCE

	Essential	Desirable
Experience of customer relationship management	X	
Experience of using social media	X	
Experience of writing for a wide range of audiences	X	
Experience of helping run events	X	
Experience of using a content management system	X	
Experience of using Adobe Creative Cloud, eg web editing, Photoshop, creating graphics	X	

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Highly self-motivated and results orientated; enthusiastic and positive	X	
An outgoing and affable personality and committed team player	X	
A flexible approach to work, determination and 'can do' attitude. Willingness to work evenings and weekends on occasions for which time off in lieu will be given	X	
Proactive and creative approach to problem solving	X	
Committed to the delivery of high standards of service	X	
Committed to the values of the medical school, with an awareness of the school's reputation and the importance of upholding it.	X	

QUALIFICATIONS

	Essential	Desirable
Advanced level of written English (spelling and grammar) to at least A level or equivalent	X	

- If a DBS is required, please ensure this is included in the essential criteria.