

Marketing and Administrative Executive, Confederation of Meningitis Organisations

Context and purpose

This is a newly established and exciting role at the Confederation of Meningitis Organisations (part of the Meningitis Research Foundation) that will be key to achieving our goals to grow and engage our membership within an international civil society network.

The core purpose of this role is to provide marketing and administration support to the Confederation of Meningitis Organisations (CoMO) team. This is a great opportunity to build a career within the not-for-profit sector.

Reports to

This role reports to the Joint Head of CoMO, within the Communications and Engagement Team.

Responsibilities

CoMO marketing

- Updating and supporting the development of content for the website.
- Research into new target audience for membership.
- Support building monthly newsletters including simple photo editing.
- Supporting the development of member journeys using email automation systems.
- Marketing assistance at annual member conference and World Meningitis Day.
- Support with social media scheduling.

CoMO administration

- Regional coordinator administration – this may include contracts, basic IT support and responding to enquiries.
- Minute/note taking at regional coordinator monthly team calls and advisory council quarterly meetings.
- Membership database administration – ensuring all records are up to date.
- Meeting set up and administration including meeting travel and VISA support for team.
- Expenses claim support for regional coordinators including liaison with Finance Manager.
- Administration for CoMO US entity.
- Processing new membership applications, creating process documentation.
- Governance support and administration for advisory council meetings.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives.

Responsibilities may adapt and develop depending on the need in the team.

Skills and experience

- Educated to degree-level with 2+ years' work experience.
- Marketing experience working across multiple channels including email marketing, websites, and social media. Experience of video marketing would be ideal, but not essential.
- General administration experience in a busy office environment.
- Good, all-round IT skills
- A skilled multi-tasker, used to working quickly and efficiently under pressure.
- Attention to detail, with strong analytic, writing, and proof-reading skills.
- A flexible and can-do approach.
- Working with international partners would be ideal but not essential, including multiple cultures, time zones and currencies.

Location

Office or hybrid in central Bristol office.

Annual salary

£26,000 per annum. This role includes 6% employer pension contribution and 2% employee pension contribution, employee assistance programme and annual leave of 25 days plus bank holidays pro rata per year.

Contract type

Two-year fixed term. This post is currently funded from reserves. If funding allows, the post could be made permanent following the end of this contract.

Hours of work

36.25 hours between 8.00 am to 6.00 pm. Occasional unsociable hours.

Annual leave

25 days annual leave pro rata and statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.

Equal opportunities

We are committed to creating a diverse environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

How to apply

Send your CV and covering letter to MRF HR department. Please include why you are interested in the role and how you think your qualifications and experience match the job specification.

About Confederation of Meningitis Organisations (CoMO) and Meningitis Research Foundation

The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

Meningitis Research Foundation is an international health charity headquartered in the UK, driven by a passionate mission to prevent the devastating impact of meningitis. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives.

CoMO and MRF flagship work includes:

- Running the [Confederation of Meningitis Organisations](#) (CoMO) which represents over 140 like-minded members in more than 50 countries.
- Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](#).
- Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](#), now used over 50,000 times in more than 100 countries.
- Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.
- Providing a secretariat support function for the [Global Meningitis Genome Partnership](#), building on the establishment of the Global Meningitis Genome Library.
- Delivering an internationally renowned [research conference](#) every 2 years showcasing the latest cutting-edge research on meningitis from around the world.
- [Funding research](#) into meningitis, especially related to genomics and the lifetime impact of meningitis.
- Providing a world-class website and support service that has over 2 million uses each year.

Our values

Our values are extremely important to us and mean far more to us than words on a page.

We are evidence-led.

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity.

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed

expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination.

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world.

We are a passionate advocate.

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress.

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion.

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

More information can be found [here](#).