

Candidate information pack: Research Interpretation Manager

Role overview

Research is central to what we do as an organisation, whether that's funding research, partnering on research, or delivering our world leading research conferences and webinars. We're looking for a Research Interpretation Manager to help us convey how research is contributing to a world free from meningitis, through monitoring the research landscape, producing research focused content for our website and marketing our medical-research events.

Reporting

This role reports to the Head of Research.

Responsibilities

Monitor and develop an in-depth understanding of the research we fund and the wider meningitis research environment:

- Consistently monitor and analyse meningitis research developments in the UK and internationally, through regular review of the scientific literature and through attendance at medical-scientific conferences.
- Use research insights to brief relevant stakeholders and inform MRF and CoMo charitable activities, including the programming for our medical-research events programme.

Support the wider meningitis research environment:

- With the Head of Research, work with academics in the UK and internationally to support external research, through providing expertise on steering groups, and/or providing letters of support.

Support our research interpretation pipeline, so we have an accurate, up-to-date content source:

- Feed into the development of proof points for the research area of our brand messaging, under the guidance of the Director of Communications and Engagement.
- Under the guidance of the Senior Digital Content Manager, produce audience-led web content for the research section of the website, including on our genomics research programme, five-year research strategy (which is currently under development), current research grants programme and research impacts. This bank of website content will feed wider activities in the Communication and Engagement team, across social media, PR and email.
- Convey how research is contributing to defeating meningitis, through producing six monthly reports that summarise the latest research developments, in line with the evidenced need of the audience.
- Responsible for internal communication and training to ensure that research information can support the work of teams across MRF and CoMo to achieve our ambitions

Develop and execute conversion-led marketing plans for our medical-research events:

- Create marketing plans for our conferences and webinars
- Create and execute targeted marketing for different platforms and channels
- Convert enquiries to attendance in line with planned attendance, liaising with agencies and attendees as required.
- Set key performance indicators (KPI's) for marketing and report on progress throughout activity and create learning report post-event to improve future activity

Experience

All applicants must have recent and relevant experience in the following areas:

- Degree in biological/life sciences, science communications or similar
- A proven track record of producing high-quality research or scientific content for a range of audiences, including a lay audience.
- Previous experience of working within a charity, or health or research communications
- Excellent attention to detail, with strong writing and proofing skills
- Proven ability to plan and prioritise own workload, delivering to deadlines with the ability to work flexibly with changing priorities

Desirable:

- Knowledge of charity sector
- Events marketing experience

Location

Remote or hybrid (Bristol office).

Annual salary

£35,000-£39,999K, 0.6 FTE dependent on experience. Includes 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

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 Monday to Friday (open to flexibility on hours). Occasional unsociable hours.

Annual leave

25 days + statutory & public holidays. The charity's holiday year runs from 1st April to 31st March.

About Meningitis Research Foundation

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. 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. We are currently a medium-sized charity with 30+ staff and an average of £2-£3million income each year.

Our values

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.

Application process

All candidates are requested to submit a covering letter, explaining why you think you are suitable for this role and a CV. No application will be considered without a covering letter.

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

The final closing date for completed applications is 5pm BST on 29th November. Interviews will be in person in our central Bristol office. Candidates with individual access or disability support requirements are encouraged to communicate their needs, to enable support to be provided throughout the interview process. If you have any questions, or would like to discuss the role further, please contact Liz Rodgers: elizabethr@meningitis.org.

Please return applications via e-mail to hradmin@meningitis.org. Meningitis Research Foundation is committed to safeguarding, and any advertised role will require references, confirmation of your identity and your right to work in the UK. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.