**Free-lance Communications and Engagement Officer**

**8-10 hrs. Per week (depending on work load demand)**

**Required for an initial period of 3 months**

**Hourly rate: £13.50**

**Deadline: Monday, 6th April, 2015, 5pm,**

A free-lance communications and engagement officer is required to be responsible for a range of communications, engagement and administrative tasks for the NHS R&D NW team.

You should have excellent ICT skills, including maintaining and updating websites, communicating using social media platforms, and producing e-newsletters and blogs. You must be able to communicate confidently and effectively with a wide range of people and to work to deadlines in a calm and professional manner. You will be flexible and be able to prioritise work systematically.

We are looking for someone who has a creative flair, an eye for detail and excellent writing skills to ensure that the information of NHS R&D NW remains accurate, up to date and interesting. The post is based in the NHS R&D NW Manchester office and hours would be worked Monday -Friday.

NHS R&D North West comprises a core team of seven people, with a number of associate members, all led by Dr Stuart Eglin, Regional Director of R&D. The team aims to co-create a strategic approach to R&D. We facilitate NHS organisations and universities working collaboratively to develop and secure high quality, innovative bids for research funding. We aim to speed up the process of taking research breakthroughs into NHS patient care to improve treatments and patient care locally and for the wider NHS. Further information can be found at: <http://www.research.northwest.nhs.uk>.

Applicants should provide a covering letter summarising their qualifications for the position and must also include a CV of career achievements and two letters of reference discussing the applicant’s skills. Applications are welcomed from all suitably qualified candidates; however, full proficiency in English is required. NHS R&D North West is committed to principles of equality and diversity. **The application deadline is 5pm on Monday 6th April 2015.** Electronic submissions of application materials are preferred at the NHS North West email address given below, but attachments must be in Microsoft Word or PDF only. Please direct enquiries and electronic application materials to Jo-Anne Simpson joanne.simpson@researchnorthwest.nhs.uk