



SCIENCE FOR THE BENEFIT OF HUMANITY

JOB DESCRIPTION: COMMUNICATIONS MANAGER

HOURS: Part-time - 3 days per week

REPORTS TO: Executive Director

SALARY: £40k - £45k pro-rata depending on experience

PLACE OF WORK: The Weizmann UK office is based off of Froggnal, NW3. The team is currently working remotely but once restrictions allow return to the office, the Communications Manager will be expected to work in the office one or two days per week.

ABOUT WEIZMANN UK

Weizmann UK supports and raises awareness of the Weizmann Institute of Science in Israel. It is one of the highest ranking multidisciplinary scientific research institutes in the world. Its dedicated scientists are working on more than a thousand projects ranging from cancer to computer science, from nutrition to nanotechnology, from Alzheimer's to astrophysics. They are following their curiosity to make discoveries that aim to solve humanity's greatest challenges. Our role at Weizmann UK is to fundraise to support the Institute's invaluable work and to communicate its scientific breakthroughs. We promote collaboration between the Institute and UK Universities and we encourage UK sixth-form students to take part in the Institute's educational programmes. We host events throughout the year to fundraise for and show-case the extraordinary work of the Weizmann Institute.

THE ROLE

As the Communications Manager you will be responsible for shaping Weizmann UK's voice. You will find creative ways to bring the extraordinary scientific achievements of the Weizmann Institute of Science to life and will work closely as part of our small but dedicated team to engage our new and existing supporters and make them feel part of the Weizmann family. You will also play a key role in raising the profile of Weizmann UK with a wider audience through a variety of communications tools including publications, website, social media and press.

Weizmann UK has a particular focus on major donor fundraising. We are looking for a Communications Manager who has extensive experience in fundraising communications to help us make the case for supporting the Weizmann Institute. This will include copywriting, branding and messaging for our spectacular fundraising events such as Gala Dinners and Women in Science lunches.

MAIN RESPONSIBILITIES

- To manage all aspects of Weizmann UK's communications requirements
- To write sparkling copy with a clear and consistent voice that tells our story and really makes the case for support. This includes writing for regular eNewsletters, Direct Mailings, Adverts, Web and Social media channels and producing event collateral such as invitations and brochures.
- To work closely with the Executive Director and Director of Development to help them create compelling, tailored fundraising proposals, encourage visits to the Weizmann Institute and secure gifts and legacies.

- To work closely with the Development and Events Manager to promote events and educational activities such as the Safe Cracking Tournament and the International Summer Science Institute.
- To manage our brand and style guidelines and to oversee the development of beautiful bespoke branding and materials for Weizmann UK's fundraising events, scientific lectures and educational activities.
- To play a key role in developing engaging content for events including writing speakers notes, briefings for scientists and commissioning videos and presentations.
- To manage and enhance Weizmann UK's digital presence including developing a Social Media strategy to increase the size and engagement of our online audience.
- To fully brief and manage relationships with key external suppliers who produce creative content for Weizmann UK including video production, graphic design, website and photography.
- To work closely with colleagues at the Weizmann Institute of Science including submitting regular articles for its publications and ensuring accuracy and consistency of messaging across a range of International Weizmann organisations.
- To liaise with the Press Office at the Weizmann Institute and assist in generating Media coverage of Weizmann scientific breakthroughs in the UK.
- To manage reactive media enquiries and provide a suitable and timely response

PERSON SPECIFICATION

- Experience of at least 5 years in a Communications role (e.g. Publications, PR, Digital Marketing, Journalism etc)
- Experience of the not-for-profit sector is desirable
- Experience of working on fundraising projects or near equivalent is essential
- Excellent standard of written and spoken English
- Ability to adapt communications materials for a range of purposes and pitch messaging appropriately for different audiences
- A good eye for detail and experience of fact checking and sign off processes
- Confidence to work as the main communications resource within the team
- An ability to express complex information in a succinct and engaging way are essential
- You don't need to be a professional science writer but an interest in science is desirable
- Weizmann UK is a non-political organization and its staff and trustees do not comment on politics relating to the UK or Israel in their professional capacity.
- You must be willing to enthusiastically promote and champion the Weizmann Institute as one of Israel's greatest assets
- Due to the nature of fundraising events you will occasionally be required to work outside normal office hours and there is the potential for some overseas travel
- A confident self-starter with an ability to represent Weizmann UK to a range of audiences including existing supporters, Trustees and Ambassadors and new potential stakeholders

Please apply with CV and a supporting statement that demonstrates your suitability and enthusiasm for the role to post@weizmann.org.uk

Closing date: 10 May 2021

Interviews will take place on Thursday 20 May 2021

We value and encourage diversity in our workforce and are committed to promoting equality and eliminating discrimination. As an employer, we are aware of our obligations under the Equality Act 2010 and are committed to offering support and making reasonable adjustments to allow full participation in the process. Please let us know of any requirements you have so that we can accommodate this.

Privacy notice

We process personal data relating to those who apply for job vacancies with us or who send speculative job applications to us. We do this for employment purposes, to assist us in the selection of candidates for employment, and to assist in the running of the business. The personal data may include identifiers such as name, date of birth, personal characteristics such as gender, qualifications and previous employment history. We will not share any identifiable information about you with third parties without your consent unless the law allows or requires us to do so. The personal data provided during an application process will be retained for a period of at least six months or, if required by law, for as long as is required. This privacy notice does not form part of an employment offer or contract between us. If we make an employment offer to you, we will provide further information about our handling of your personal information in an employment context separately. If you would like to find out more about our data retention policy and how we use your personal data, you want to see a copy of the information about you that we hold or have any questions or issues regarding data protection, please email us with the Subject "Data Protection Request".

Our privacy policy which outlines how we manage personal data is online at www.weizmann.org.uk/privacy-policy