

Communications & Involvement Officer

About us

Healthwatch Surrey is an independent community interest company that gives the people of Surrey a voice to improve, shape and get the best from health and social care services. **We are committed to being an inclusive and diverse employer which reflects the community we serve.**

Are you experienced in communications? Are you interested in NHS and social care services? Do you care about improving services for people in Surrey?

We're looking for an enthusiastic, dynamic person who can confidently lead our internal and external communications, help us raise awareness of our services and communicate our impact to stakeholders, the media and the public.

As our **Communications & Involvement Officer** you will;

- Oversee the delivery of our external and internal communications strategy.
- Raise awareness of the impact of our work.
- Build relationships with stakeholders, communities and groups across Surrey.
- Manage our branding, reports, website, email and social media content.
- Be the main point of contact for media enquiries, comments and interviews.
- Promote Healthwatch Surrey in health and care settings, local places and publications.
- Lead on our influencing work in one geographic area of Surrey.
- Help manage our Comms & Marketing Apprentice.

The work will be varied, and you will interact with many different people (please see the job description for more details).

You will need to be interested in the NHS and social care (ideally with some experience/understanding of the sector); interested in communications and marketing; confident to be the face of Healthwatch Surrey in meetings and at events. You will need to be proactive, responsive and able to prioritise/manage your own workload.

You will be part of a team who are all passionate about hearing from local people, and that has a real say in developing health and social care services, liaising with senior professionals and clinicians to help deliver change for local people.

In return we can offer flexible working, a fun, supportive, well-organised team and a Guildford office location combined with home working. We offer 25 days leave increasing after 3 years of service. We provide ongoing training and development and, most importantly, give you an opportunity to help improve health and social care services for local people.

The role is 37.5 hours full-time and permanent. However, we also welcome applicants who may wish to work around 30 hours per week. The role will require some travel across Surrey to attend meetings and events. This can involve transporting promotional and engagement materials. You will need to be able to organise transport to do this.

How to Apply:

Please visit www.healthwatchesurrey.co.uk for the job description and person specification.

To apply please send your CV and cover letter to recruitment@healthwatchesurrey.co.uk

ONLY applications that include a cover letter which demonstrates how you meet the person specification will be considered for the post.

Deadline for applications: Monday 31st January 2022 (5pm)

Please note: depending on the volume of applications we receive for this post we may not be able to respond individually to all applications. Successful candidates will be notified by 2nd February 2022. Candidates will need to be available to attend interview w/c 7th February 2022.