

## Job Description

<p><b>1. JOB TITLE:</b> Science Writer/Journalist</p> <p><b>Area:</b> Operations</p> <p><b>Reports to:</b> Marketing Manager</p>
<p><b>2. NUMBER OF DIRECT REPORTS</b> None</p>
<p><b>3. WORK AND JOB STATUS</b> Full time, permanent</p>
<p><b>4. MAIN PURPOSE OF JOB</b></p> <p>To raise awareness and support promotion of SCI's activities by sourcing and writing engaging and technically accurate articles.</p> <p>To help develop SCI's communications and publications strategies.</p>
<p><b>5. PRINCIPAL ACCOUNTABILITIES:</b></p> <p><b>a) Writing</b></p> <ul style="list-style-type: none"> <li>• Deliver featured articles to be used across a variety of media, targeting various different audiences and sectors e.g attend SCI technical conferences and provide a featured articles for use in C&amp;I (Chemistry and Industry) magazine and on the website.</li> <li>• Develop press releases to support the promotion of key events and activities for SCI.</li> <li>• Conduct interviews with industry experts.</li> <li>• Coordinate and carry out case studies – dealing with customers, stakeholders and internal experts to source the required information.</li> <li>• Support the Marketing team with copywriting for digital and printed marketing materials as required.</li> <li>• Pen articles for key stakeholders to appear in C&amp;I Magazine and be distributed to other stakeholder groups.</li> </ul> <p><b>b) Communications and Publications Strategy</b></p> <ul style="list-style-type: none"> <li>• Shape SCI's strategy across all our communications touch points: online, our monthly magazine, social media, and marketing collateral. You will be proficient at adapting content for use across multiple channels.</li> <li>• Work with the editors for the journals and C&amp;I magazine to drive the SCI publications strategy.</li> <li>• Provide input into the Digital Strategy for SCI publications, in particular C&amp;I magazine.</li> </ul> <p><b>c) Editing</b></p> <ul style="list-style-type: none"> <li>• Edit articles written by stakeholders for use in C&amp;I Magazine, the website and marketing materials.</li> </ul> <p><b>d) General/Additional Tasks</b></p> <ul style="list-style-type: none"> <li>• Undertake such other duties as may be assigned by the Marketing Manager.</li> </ul>
<p><b>5. PERFORMANCE INDICATORS:</b></p> <p><b>a) Writing</b></p> <ul style="list-style-type: none"> <li>• Engaging and technically accurate articles delivered.</li> </ul>

**b) Communications and Publications Strategy**

- Timely delivery of communications plan
- Proactive involvement in publications strategy.

**c) Editing**

- Accuracy and timeliness of editing.

**6. WORKING RELATIONSHIPS**

**a) Internal:** Directors, Managers, committees (via Group committee support contact) and all other members of staff.

**b) External:** Editors of publications, science industry and academic leaders, journalists

**7. FREEDOM AND CONSTRAINTS**

- Self-governing on 70% of actions and as determined by your manager.

**8. PLANNING AND ORGANISATION**

- Plan, implement and measure outcomes of initiatives and projects under guidance from manager.

**9. KNOWLEDGE, SKILLS & EXPERIENCE**

**Required:**

- A minimum 3yrs + experience of science writing, with previous experience of online research, writing and proofreading.
- Ability to understand complex scientific content but articulate it in ways that are relevant to selected target audiences.
- Strong interest in science, you will be able to articulate yourself verbally and in writing, eloquently and succinctly.
- A creative doer. Success in this role really relies on the candidate being resourceful and getting things done – you will be judged on quality of output.
- Strong work ethic with an ability to adapt to changing priorities as and when required.
- Able to confidently communicate at all levels, working with and influencing key stakeholders; diplomacy is essential.
- Must have excellent attention to detail.
- Team player.
- Must be able to manage own workload and use initiative.
- Positive thinker with a can-do attitude.
- Self-motivated and able to work with minimal supervision.

**Desired**

- A NCTJ qualification would be preferred.
- Experience setting up cross platform content strategies would be an advantage.
- Experience using website content management systems, will be advantageous.
- Experience using social media tools like Twitter and LinkedIn will be advantageous but not essential.
- Able to work away from home and after hours from time to time.

Signed.....

Dated.....