

Global Biodata Coalition

Communications Lead sought

Type of post:	Remote, Consulting contract
Hourly rate:	Based on experience
Hours estimate:	Flexible, full or part time (minimum 50%)
Duration estimate:	Up to 7 months, initial contract to terminate on or before 30 June 2023
Reports to:	GBC Programme Manager
Closing date:	Position open until filled

Job description

The Global Biodata Coalition (GBC, <https://globalbiodata.org/>) is a coalition of the international biomedical and life sciences research funders whose aim is to develop internationally coordinated strategies for the long-term stewardship of essential data resources. Reaching key milestones in its scientific programme, such as the completion of a selection process for Global Core Biodata Resources, the GBC will now establish an extensive outreach programme to engage our diversity and breadth of stakeholders. We therefore seek a communications professional who will lead GBC's outreach with all stakeholders. The position will be contracted as a consultant with an initial contract to terminate on or before 30 June 2023. Extension may be possible. The position will be remote. Most current staff are in Europe so there will be some requirement to attend virtual meetings during normal European or UK working hours.

This may be either a full time or a part time position with a flexible schedule. There may be opportunities to travel, but frequent travel is not expected.

Key Responsibilities

The successful applicant will work closely with other members of the GBC Secretariat and will:

- Identify and provide content for social media, internal communications, newsletters, and other channels
- Plan and coordinate delivery of outreach campaigns relating to specific GBC developments
- Manage GBC's outreach with all stakeholders, including planning and organising communications and stakeholder events
- Develop GBC's website to engage and inspire its audiences on its mission and work
- Create and edit content in English for all of the above activities

Qualifications and experience

Applicants will have experience working in communications in the private sector, public sector, or at a charitable agency.

Must have

- Experience relevant to the key responsibilities
- Experience of remote working
- Excellent communication skills
- Attention to detail
- Flexibility to work across multiple time zones
- A proactive approach
- Positive, collaborative attitude and strong self-motivation
- Excellent English language skills

Useful to have

- Knowledge of the life sciences research environment
- Previous experience working within a scientific funding agency, research institution, pharmaceutical or biotech company
- Fluency in other major languages

Further information:

To apply send a CV and cover letter to jobs@globalbiodata.org

Questions about the role can also be addressed to jobs@globalbiodata.org

Individuals only, no agencies