

Communications Officer

Do you have lots of experience using social networking sites?
 Are you able to convey information in an interesting and accurate manner?
 Keen on current affairs?
 Do you enjoy reading healthcare related stories in the news?

Role Description

The Communications Officer will use the WHSF Twitter and Facebook pages to promote the WHSF whilst also keeping the WHSF informed of any relevant healthcare related news that has an important impact on the practice of healthcare professionals.

You will be interested in, and well informed of, any new policies/healthcare news that will directly affect future healthcare careers. You will be supported by Workforce, Education and Development Services (WEDS) in understanding the relevance of policy changes in the pipeline, as well as sourcing and obtaining access to documents.

This role will widen your knowledge of current issues facing healthcare, improve your communication skills and add to your CV.

The Communications Officer will:

- Maintain and develop the WHSF Facebook and Twitter pages
- Work with Course Representatives to source and provide up to date WHSF website content to WEDS
- Upload links to news stories/policies on to the Facebook and Twitter pages
- Have a wide understanding of social media and the initiative to develop new ways of promoting the Forum across the permitted WHSF website and social media networks (Facebook and Twitter)

The Communications Officer will report on any relevant healthcare news/promotion activities at each meeting of the WHSF.

Person Specification

The successful candidate will:

- Be comfortable using technology
- Have a passion for policy and news accompanied with a desire to understand more about the politics and driving forces behind the provision of healthcare in Wales and the UK
- Be able to convey information in an interesting and accurate manner
- Have excellent attention to detail
- Be creative
- Be mindful of professionalism and confidentiality when designing and posting on-line material
- Able to work on own initiative as well as working as part of a team

- Be a current Course Representative who has attended at least 2 WHSF meetings (*This condition may be waived in the event that no potential candidates have two meetings experience*)
- Demonstrate their commitment through their involvement with the Forum

Application Process

To apply for this role you must submit the a short paragraph (no more than 250 words) which demonstrates the following:

- How do you meet the person specification?
- What relevant experience do you have?
- What are your aim(s) for the Forum?