

JOB DESCRIPTION

Job Title:	Communications and Impact Lead
Hours:	Full time, 37.5 hours per week (part time will be considered)
Location:	Cambridge/Home (with a minimum of 2 days in the office located on the Cambridge Biomedical Campus)
Term:	Permanent contract
Reporting to:	CGHP Director
Responsible for:	CGHP Team and Events Coordinator Communications volunteer(s)
Salary:	£43,000- £46,000 per annum (depending on skills and experience)

A little about us

For nearly twenty years, Cambridge Global Health Partnerships (CGHP) has been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in Cambridgeshire and East of England region and in low- and middle-income countries (LMIC) to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff, trainees and students working with LMIC partners using a hybrid working model combining online working and exchange visits.

Our work contributes directly to the achievement of the UN Sustainable Development Goal (SDG) 3 – Ensuring healthy lives and promoting well-being for all at all ages.

CGHP values are Safe, Effective and Ethical.

CGHP is a charitable programme based on the Cambridge Biomedical Campus and is a linked charity to Addenbrooke's Charitable Trust.

The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and with partner healthcare institutions in the Global South. The role provides an amazing opportunity to make your contribution to developing and improving healthcare services globally.

As Communications and Impact Lead you will be the head of these functions within CGHP and will be a member of the CGHP Senior Leadership Team. You will work at a tactical and strategic level with responsibility for increasing our understanding of our impact and our profile to enable CGHP to achieve our strategic ambition. The role will ensure effective impact measurement, communication, promotion, marketing and engagement to support our goals. The role requires excellence measuring impact and communicating with people and groups on all issues and at all levels. Creativity in communication to effectively tell our story will be key, as will confidence and understanding of monitoring, evaluation and learning.

We are looking for someone imaginative, creative, and dynamic with excellent organisational skills who can ensure that our impact is measured and recognised, and our story is heard. The position is the ideal role for someone who has a combination of skills and experience of communications, impact analysis and project management. Communication and promotion will be across all forms of channels, including digital and traditional so it is important to be experienced in social media, website design and content as well as traditional forms of communication such as press releases, radio interviews and written content. The postholder should be able to introduce innovative forms of communication that bring our work and that of the health partnership sector to life and that generate enhanced involvement from our stakeholders. The role works closely with the CGHP programme and funding teams and with our wider networks of members and partners working in the NHS and in the Global South.

Role priorities

The successful candidate will:

- Develop the Communications and Impact functions within CGHP.
- Lead a broad programme of activity to understand CGHP's impact and build our profile and reputation.
- Establish close working relationships with the CGHP director, staff, members and partners, and with the communications teams of ACT and partner NHS Trusts.

Area	Responsibilities
Planning	<ul style="list-style-type: none"> ✓ Update and deliver an integrated communications plan that adds value to, and helps deliver, CGHP's overall strategy, purpose and profile. ✓ Review current communications delivery platforms and approaches; making recommendations for development and change. ✓ Maintain awareness of emerging communications opportunities and threats to CGHP arising in the media, and work with the Director and other staff and Committee members, as appropriate, to take advantage of/manage them ✓ Ensure that CGHP receives necessary advice, guidance and information on matters relating to communications. ✓ Develop guidance and plans for CGHP to monitor, evaluate and learn (MEL) using the established MEL framework.
Communication	<ul style="list-style-type: none"> ✓ Develop communications materials including stories and case-studies, including using different media. ✓ Manage and update the CGHP website ✓ Manage external communications (E-newsletter, local newspaper articles, social media) ✓ Coordinate, draft and edit content, and disseminate a bi-monthly e-newsletter for members and partners, and a CGHP Annual Report. ✓ Oversee the production of audio-visual materials, including videos and photos. ✓ Manage and build relationships with key communications partners on Cambridge Biomedical Campus, across region and nationally. ✓ Manage and coordinate designing and purchase of branded promotional material. ✓ Work with the Director and Committee sub-groups to agree and implement policy positions and reports. ✓ Write and pitch PR and press materials, including press releases, briefings, comment and opinion pieces. ✓ Manage our brand visual identity, online and in print, across the organisation. ✓ Use web-tools and analytics etc data to help drive growth in communications reach and to evaluate progress in achieving our communications goals.
Impact	<ul style="list-style-type: none"> ✓ Collaborate with CGHP staff, members and partners to develop and manage systems for robust and consistent MEL, ensuring both qualitative and quantitative insights are captured. ✓ Develop and implement processes for regular, respectful and representative content collection – including training on informed consent and best practices. ✓ Curate and manage a library of visual and narrative content for use across all communication channels ✓ Occasionally travel to partnership sites to collect content and work with professional photographers/videographers. ✓ Work with the CGHP team to manage impact reporting ✓ Write, design and produce high quality impact reports and updates including thought leadership pieces.

Members (alumni)	<ul style="list-style-type: none"> ✓ Devise and implement a strategy for fostering excellent member relations that builds and strengthens relationships between CGHP and its community of members (volunteers), to maximise interest in, and continued engagement with, CGHP. ✓ Support delivery of excellent member stewardship and networking and to develop member alumni relations activity including fundraising and/or donations.
Events & Representation	<ul style="list-style-type: none"> ✓ Work with the rest of the CGHP team to plan and deliver an annual programme of CGHP events ✓ Represent CGHP to supporters, partners and stakeholders locally in Cambridge, nationally and internationally, ensuring that the programme is presented in an appropriate and professional manner.

General corporate requirements

- To adhere always to ACT's policies and procedures as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes, and dealings and not to make public statements relating to the affairs of ACT without prior authority of the Director of Fundraising or CEO
- To ensure the effective and efficient use of ACT's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.

Cambridge Global Health Partnerships and Addenbrooke's Charitable Trust are equal opportunities employers actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

Closing date for applications	28 September 2025 We reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.
To apply	Send CV and Covering Letter explaining why you are a good candidate for the role to the HR Team - HR@act4addenbrookes.org.uk
When will the interviews take place?	Initial interview will be held remotely between 6 – 9 October 2025, with the second interview held within the following two weeks at the CGHP offices on the Cambridge Biomedical Campus.
If I get the job what will I get paid	£43,000 – 46,000 per annum FTE (depending on skills and experience)
When might I start?	Interviews will be held in first three weeks of October. Position open from November 2025
To discuss the role informally	Please email Evelyn Brealey, CGHP Director on evelyn.brealey@cghp.org.uk

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none"> • A good degree or equivalent, ideally in a social science discipline. • A relevant professional qualification, a Masters degree, and/or demonstrable training and experience in communications, journalism or public relations. • Commitment to and interest in global health work • Ability and willingness ‘to do’ the essential day to day, aspects of the role. • Able to plan and work with minimal supervision and to work independently, and as part of a small team. • Strong delivery capabilities: eg proven record of raising an organisation’s profile, or successful project communications implementation. • Experience of developing and delivering social media and digital comms plans, bringing engaging, dynamic content to a wide audience • Experience of managing a website, including designing, developing and populating web pages. • Strong communicator with excellent command of spoken and written English, and expertise in writing. • A proven ability to understand and communicate in engaging ways to both professional and public audiences. • Experience in dealing professionally and confidently with high profile external stakeholders. • Experience of tools and approaches to enhancing, monitoring and evaluating communications and PR impact. • Experience of MEL and impact storytelling in the not for profit sector.
Desirable	<ul style="list-style-type: none"> • Strategic capabilities: an ability to bring an achievable and convincing communications dimension to an institutional strategy or project plan. • Understanding of the pros and cons of working in a small charity.
Personal Attributes	<ul style="list-style-type: none"> • Independent, resilient, and creative. • Attention to detail as well as the ability to see the big picture. • Excellent interpersonal skills and demonstrable success in relationship building and stakeholder management. • Professional credibility. • Imagination, creativity, and an ability to think ‘outside the box’. • Can demonstrate energy, multi-tasking, prioritisation, and the ability to be calm and productive under pressure. • Ability to work as part of a small team, and to support others when necessary. • A ‘can-do’ attitude; solutions oriented; want to make a difference. • Enjoyment of being busy – this is not a quiet job! • A sense of humour

ADDENBROOKE'S CHARITABLE TRUST & CAMBRIDGE HEALTH PARTNERSHIPS

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme