JOB DESCRIPTION

Job Title: Digital Projects Officer

Location: Home-based

Responsible to: CEO

Hours: Full-time (40 hours per week)

Salary: £24,000

Starting date: October 2022

ABOUT M4RD

M4RD exists to provide education and practical tools targeted at medical professionals, enabling them to reduce the diagnostic odyssey and improve the patient experience.

An estimated 3.5 million people in the UK live with a rare condition and one of the greatest challenges highlighted by this patient group is lack of medical professional awareness.

A rare disease is one that affects fewer than 1 in 2000 in a population and approximately 7000 rare conditions have been described. Rare diseases have been a health priority in the UK and across the globe for many years now. Our power to diagnose rare conditions and our scope for treatment has vastly accelerated in the last twenty years.

However the accepted approach to medical education on rare disease has changed very little in that time. Usually a handful of individual rare diseases are taught about in medical education based on factors such as geographical proximity to a specialist center, an educator with a special interest or purely because it's traditional to teach about some conditions in certain specialties. Usually this kind of education has a biomedical focus, rather than a holistic focus that is needed in rare conditions. The majority of which are life-long and cause multi-system involvement.

The charity is small and consists of a friendly group of staff and Trustees. The work can be intense but rewarding as the charity responds to the needs of the rare disease political landscape. Within reason we try to be flexible in order to make the most out of your skills and time. If you like project management, being organised and working at a fast pace on something fun then please do apply.

OVERVIEW OF THE ROLE
The vast majority of engagement with our target audience happens online via multi-format education such as webinars, e-learning, online forums, podcast, social media content. This role requires someone who is digitally savvy, creative and is driven by the wish to raise up the voices of people in challenging situations. Areas of work will include:

M4RD: Learn
This includes using the learning management system software, Moodle, to engage with users through the Forum and supporting users with any problems they have. You will also be responsible for ensuring that the modules are running smoothly and keeping the content up to date.

The Rare Disease Podcast 4 Medics
Producing the podcast will include scheduling interviews, creating Zoom meetings for the interviews, editing the podcast, liaising with the interviewee on edits and permissions and publishing. This will involve working with Moodle but you will be supported by an M4RD Trustee who is a professional online learning developer as needed.

YouTube
M4RD has a lot of excellent video content however we haven't had the opportunity to make it suitable for YouTube. You would be able to take this untouched platform and make it another excellent resource for our audience. This will involve working with Vimeo, YouTube and Canva.

KEY DUTIES & RESPONSIBILITIES
You will be supporting the rest of the M4RD team in the development and delivery of digital projects as well as running your own projects.

Key areas of day-to-day responsibility and oversight will include but not be limited to:
- Planning and preparation for projects
- Managing workflow of 2 or 3 projects at one time
- Working smoothly alongside the staff and trustee team
- Collaborating with external organisations and stakeholders
- Supporting the CEO with project work
- Delivering projects on time
- Arranging and assisting at events (usually remotely)

PERSON SPECIFICATION
This role is suitable for an individual with some experience of the rare disease world who has the understanding and experience of the skills needed to meet the needs of a small but ambitious charity.

Essential
- A-levels or equivalent.
- Understanding of, and commitment to, M4RD's objectives.
- Familiar with using Apple products and an aptitude for working on digital platforms and enthusiasm engaging online with communities.
- Computer literate and confident using all Google WorkPlace software.
- Confident in using technology, project management tools and the ability to pick up new software quickly.
- Experience with educational training programmes or e-learning platforms.
- Proven experience in project management.
- Proven experience of managing and prioritising multiple projects simultaneously
- Fluent in written and spoken English.
- Acts responsibly, takes accountability and communicates honestly.
- Able to work well independently and within a team.

Desirable
- Experience in the areas of rare disease or health.
- Previous experience using Moodle.
- Previous experience creating video and audio content.

BENEFITS
- 28 days holidays (inclusive of bank holidays) and additional leave for office Christmas closure.
- Paid lunch breaks.
- 3% pension contribution.
- Flexible working practices.
- Dedicated training budget to support personal and professional development.
- Opportunities to meet and engage with collaborators and expand your professional network through attending events.

APPLICATION PROCESS
Please apply online using our Google Application Form by 9am on Monday 5 September. We welcome enquiries about the role to jo@m4rd.org.

Shortlisted candidates will be contacted for a zoom interview w/c 12 September.
Please note that we are currently unable to sponsor UK Visa applications.