



**Editorial Assistant
Recruitment Pack**
January 2024

Welcome

Thank you for your interest in the role of Editorial Assistant.

Thank you for your interest in the role of Editorial Assistant. Lymphoma Action is a national charity providing information and support to people affected by lymphoma, the fifth most common cancer in the UK.

Reporting to the Senior Editor, this key member of our Publications team helps to ensure the production of consistently high-quality, accessible digital and printed information about lymphoma, a type of blood cancer.

The role involves editing content to ensure that it conforms to the Publications team house style and Lymphoma Action brand guidelines. The Editorial Assistant uploads digital content to our website and coordinates both the typesetting and printing processes of our printed publications. They also use packages to create or edit images as requested by colleagues, and to assist in the process of marketing via our social media channels. Another key aspect of this role is managing our Reader Panel, a group of volunteers who provide feedback on our publications.

This is an exciting time to join our Publications team as we invest in and develop our information, our marketing and how we deliver services for the people that need us. You can read more about our long-term strategy and goals on our website: www.lymphoma-action.org.uk/about-us

Lymphoma Action is a charity that provides exceptional services and you'll be supported to develop and grow in this important role.



Dallas Pounds
Director of Services
Lymphoma Action
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Further details about the role can be found in the [Job Description](#) and [Person Specification](#).



It has been so easy to access the information I need – it is presented in both a language and format that is easy to understand.

Our vision, mission, goals and values

Vision statement

Everyone affected by lymphoma will receive the best possible support, treatment and care.

Mission statement

Through information, education, support and influence, we will make sure no-one has to face their lymphoma alone.

Our goals



Ensure that people **understand lymphoma**.



Enable people affected by lymphoma to feel **supported by others who understand what they are going through**.



Empower people affected by lymphoma and their healthcare professionals to **communicate with confidence**.



Be a voice for people affected by lymphoma to **influence the decisions that affect them**.



Increase the impact of our work by **making best use of our resources**.

Our values

- **Focused** – we are dedicated to the needs of those affected by lymphoma.
- **Empowering** – we build confidence to make change happen.
- **Trusted** – we use our expertise to deliver quality services.
- **Innovative** – we look to a better future for people affected by lymphoma.
- **Collaborative** – we are inclusive and value our partnerships.



Job Description

Job title:	Editorial Assistant
Responsible to:	Senior Editor
Duration:	Permanent
Location:	Hybrid working between head office and home
Working hours:	Full-time (35 hours per week) or substantial part-time
Salary:	Circa £23,000 per annum

Purpose of the role

The Publications team produce digital and printed resources for people affected by lymphoma. These range from information about lymphoma and treatment options, to content to help people live well, with and beyond lymphoma. The majority of our information is delivered via webpages, books and our Lymphoma Matters magazine. We also produce videos, podcasts and webinars.

As Editorial Assistant, you will take a key role in supporting the Publications team to produce consistently high-quality, accessible information. You'll ensure adherence to the Publications team's style guide, organisational brand guidelines and prepare content for publication.

Key internal and external relationships

- Colleagues in the Publications team.
- Colleagues in other teams across the organisation.
- External volunteers who give feedback on our publications (Reader Panel).
- Typesetters and printing companies.

Main duties

The main duties of the role are to:

- Edit content and to ensure it conforms with Publications team house style, Lymphoma Action brand guidelines and accessibility guidelines.
- Upload digital content onto the website using the Drupal 9 Content Management System.
- Manage our Reader Panel: this includes seeking their feedback and liaising with them during the review process. It is also important to maintain good working relationships with them by following-up after publication and at intervals throughout the year.
- Manage the typesetting process for our books: seeking quotes, marking-up the manuscript in preparation for typesetting, and checking the copy before publication.
- Liaise with printing companies to seek quotes and coordinate projects.

- Take the lead on graphic work and illustrations for the Publications team. This will include creating images and adapting in-house assets as requested by team colleagues using packages such as Adobe Illustrator and InDesign.
- Use Canva to develop social media posts to promote publications.
- Adhere to the Publications team's Information Production Processes and related policies.

General

- To be an active member of the Publications team through regular team meetings and contributing to team plans and decisions.
- To comply with the organisation's health and safety, confidentiality, data protection and other policies.
- To promote equality of opportunity and anti-discriminatory practices.
- Any other duties deemed appropriate by the line manager, subject to time and commensurate with level of responsibility and salary.

Person Specification

This is the selection criteria for the role.

It is not expected that the successful candidate will have experience/competency in all the areas highlighted. Lymphoma Action is committed to helping individuals develop professionally and personally, and your application is encouraged.

Experience and knowledge

- Experience of working in an editorial or publishing environment – ideally in a charity, NHS or healthcare setting.
- Experience of editing and proof-reading health-related/medical content, both online and in print, for a variety of audiences.
- Experience of using a content management system.
- Experience of using illustration and design software (such as Adobe Illustrator and InDesign) to create and edit simple illustrations and infographics.
- An appreciation of the role of health information within the charity sector.

Skills and abilities

- Excellent command of written English.
- Meticulous approach, focus, and attention to detail.
- Ability to communicate complex information to lay audiences.
- Ability to work independently and without supervision, while also working as part of a team.
- Excellent organisational and administrative skills; the ability to prioritise tasks and manage workload to meet publishing deadlines.
- Ability to build good working relationships with internal colleagues and external parties.
- Good digital skills – including Microsoft Office programmes, our content management system (CMS) and customer relationship management (CRM) system.

Values and Behaviours

Lymphoma Action staff work to an agreed set of shared values. Here are some examples of how your behaviours will model these values.

Focused

- You focus on goals and on the best outcomes for our beneficiaries.
- You are strategic and make good decisions and don't just focus on short-term needs.
- You work in a flexible way, responding to new insights that will help us increase our impact.

Empowering

- You inspire people, celebrate success and acknowledge the efforts of others.
- You support people to take on tasks and be confident in their decisions.
- You respect the decisions of others and are resilient in the face of change.

Trusted

- You are empathetic and show compassion but respect professional boundaries.
- You do what you say you're going to do and take responsibility for your decisions.
- You are open and honest with yourself and others.

Innovative

- You are curious, open to new ideas and don't miss opportunities.
- You make time for reflection, creativity and learning and encourage others to do the same.
- You are willing to try new things and you learn quickly from your experiences.

Collaborative

- You are inclusive, treat everyone as an equal and embrace diversity.
- You listen well, communicate openly and share your skills and knowledge with others.
- You believe in the value of relationships and understanding differing perspectives and feelings.



Why work for Lymphoma Action?

- We are an established and successful national charity with a great working culture, focusing on what we are here to do but also on being creative, supportive and having the right environment to be effective.
- We embrace the benefits of hybrid working, providing the infrastructure and processes to enable you to work from home and from the office.
- Annual leave of 33 days including 8 bank holidays, rising by 1 day for each complete year of service up to a maximum of 38 days (pro-rata for part-time staff).
- A generous workplace pension scheme where Lymphoma Action will contribute 5% of your salary each year, alongside your 3% minimum employee contribution.
- A Life Assurance scheme (death in service benefit) that pays a lump sum of twice your salary.
- An Employee Assistance Programme, offering face-to-face, online or telephone counselling to support your mental health and wellbeing.
- Colleagues fully trained in Mental Health First Aid, providing a safe and confidential listening ear for support, information and signposting.
- Enhanced pay over and above the statutory minimum for maternity, paternity, adoption and sick leave.
- Free eye tests and glasses contribution, and flu jab for all staff who are ineligible for a free one on the NHS.
- Additional discretionary annual leave between Christmas and New Year.
- Free on-site parking at our offices in Aylesbury.
- Induction training and ongoing learning and development to help you deliver your role.



“ It is rewarding to have a positive impact on the lives of those affected by lymphoma.

How to apply for this role

If you are interested in joining Lymphoma Action as our Editorial Assistant, please read the [Job Description](#) carefully, including the selection criteria listed in the [Person Specification](#) above.

- To apply, please submit your CV and a Supporting Statement, which needs to evidence how you have gained the skills and experience we are looking for, as per the selection criteria.
- Applicants will be shortlisted against how their Supporting Statement meets the criteria in the Person Specification.
- We actively welcome applications that will help increase the diversity of our workforce, including from those with disabilities, from minority groups and from different background.
- If you have any queries about the application process or if you'd like us to arrange an informal chat with the Publications Manager to discuss the role, please contact Hayley Woodward, Corporate Services Officer, on jobs@lymphoma-action.org.uk
- Please email your CV and Supporting Statement to jobs@lymphoma-action.org.uk in Word format, not pdf.

We reserve the right to review applications and schedule interviews on an on-going basis, so early applications are encouraged.



Recruitment timetable

Deadline for applications is 12 noon, Friday 16 February 2024

Candidates shortlisted for interview will be contacted on Wednesday 21 February

You will be sent details of a pre-interview task to complete at home and submit by Monday 26 February

Interviews will be held remotely on Monday 4 March

What we do

What is lymphoma?

Lymphoma is a cancer of the lymphatic system, which is part of the immune system. It is the fifth most common cancer in the UK with more than 20,100 people diagnosed every year, including diagnoses of chronic lymphocytic leukaemia (CLL) (which is a form of lymphoma, despite its name).

While the majority of people diagnosed with lymphoma will be over the age of 55, lymphoma is also the most prevalent cancer among teenagers and young adults aged under 30. Approximately 125,000 people are living with lymphoma and CLL in the UK.

Our services and activities can be broadly grouped as follows:

- **Information and publishing** – including high-quality information leaflets and publications (including *Lymphoma Matters* magazine), supplemented by a programme of webinars, podcasts and videos.
- **Lymphoma TrialsLink** – an online clinical trials database and information service.
- **Helpline** – open five days a week and providing much-needed emotional support. We receive almost 2,000 enquiries a year via telephone, email and live chat service on our website.
- **Peer support** – we operate a network of online support meetings across the UK supplemented by topic specific meetings and meetings for specific groups such as for young people. We also run a closed Facebook group with over 4,000 members.
- **Buddy Service** – we have a team of trained Buddies whom we link with people who need additional support or who want to speak with someone who has shared similar experiences.
- **Live your Life** – our award-winning survivorship and education programme, which is run in both digital and in-person formats.
- **Events** – a mixture of national and regional, in-person and digital events.
- **Healthcare education and training** – we run online training events and conferences for, and provide information to, healthcare practitioners working in the field of lymphoma. This includes GPs, nurses, specialist trainees and consultants.
- **Website** – www.lymphoma-action.org.uk offering a range of information and support with over 2 million visitors a year.

For our recent achievements please read our [2022 annual report and accounts](#)

To find out more about Lymphoma Action and our work, please visit our website: www.lymphoma-action.org.uk/about-us

How we work

The Charity's work and strategic objectives are overseen by the Board of Trustees, which meets four times a year, with the day-to-day operation of the organisation led by **Ropinder Gill**, Chief Executive, and a Senior Management Team comprising:

- **Dallas Pounds**, Director of Services
- **Jim Howson**, Director of Finance
- **Deborah Laing**, Director of Fundraising and Communications

An Operational Managers Group also works across the organisation, to support the implementation of strategy, development of operational plans and internal communications. The group is made up of representatives from publications, volunteering, communications, education and support services and fundraising.

Financially, we are dependent on our fundraising work. Whereas our income pre-pandemic was circa £1.8m, we raised over £3m in 2021 (due to a windfall legacy), over £2m in 2022 and similarly over £2m in 2023.

Find out more

To find out more about what Lymphoma Action does, please have a look at our website:

www.lymphoma-action.org.uk/about-us

For our recent achievements, please read our [2022 annual report and accounts](#).

Thank you for your interest in this role.



lymphoma-action.org.uk

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