

## Job description: Internship – Web editor

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<i>Location:</i>	The post will be based at NAM's office, Acorn House, 314-320 Gray's Inn Road, London, WC1X 8DP
<i>Hours:</i>	35 hours per week (part-time working would be considered)
<i>Salary:</i>	London Living Wage – £9.15 per hour (equivalent £16,653pa)
<i>Contract length:</i>	Six months
<i>Annual leave:</i>	25 days (pro-rata)
<i>Responsible to:</i>	Digital manager

### **About NAM**

NAM is an HIV information charity. NAM is a dynamic and energetic organisation that achieves a great deal with a small but highly focused team. NAM is professional, yet informal and friendly, with a good level of autonomy within roles. NAM works in a rapidly changing environment; we listen to the views of users in order to ensure we are responsive to need and maximise opportunities as they arise.

High-quality information for people living with HIV about their health and treatment is essential. It enables people to understand their condition and treatment. Information empowers people with HIV to self-manage and to participate in decisions about their treatment and care. NAM publishes a broad range of patient information resources in print and online. We are certificated by the Information Standard, the quality mark for trustworthy resources. We have been commended on more than twenty occasions by the British Medical Association in its annual Patient Information Awards.

NAM also runs an internationally respected news service, communicating the latest relevant research from journals and scientific conferences through our website, email bulletins, apps and social media. Our news reporting is used and valued by people living with HIV and people working in HIV and related fields, in the UK and around the world.

### **Role overview**

This role would suit someone with excellent English skills and a real eye for detail. It offers an opportunity to learn about science news reporting, website development, digital communications, patient information, editing, content management, HIV and working in the voluntary sector.

The postholder will work with editorial and communications colleagues to help keep our online information current, engaging and useful. You will work on new content – editing, proofreading and preparing for online publishing – as well as reviewing, reshaping and removing existing content.

This is a new position, with scope to shape the role and future internships at NAM. We are committed to creating an internship that will help the postholder develop skills for future employment. As far as possible, we will support you to explore areas relevant to your interests, and look for opportunities for you to network and work shadow. We will agree a set of objectives, which aim to develop your skills and support NAM's work, and review these regularly.

As well as support from your manager and colleagues, we will provide a monthly telephone career mentoring session with an external mentor.

### **Main functions**

The postholder will work with colleagues to:

- prepare written content for use on the website and in print publications (e.g. editing, structuring, proofreading)
- upload content, including news stories and patient information into NAM's content management system (CMS)
- present content in an appealing way, making use of available images, checking and amending formatting, and using CMS tools such as pull quotes and related content
- review and update or remove content, taking care to maintain the overall user experience
- prepare and send out regular digital news bulletins
- maintain bulletin mailing lists
- monitor and update social media channels
- write short pieces of additional text for linking pages
- analyse and report on website traffic statistics to learn about user journeys
- contribute to short- and long-term projects, such as creating videos, working on surveys, and delivering news reporting from international conferences
- contribute to the day-to-day smooth running of the office.

### **Essential and desirable skills:**

- familiarity with a range of IT applications, including Microsoft Word
- willingness to learn to use NAM's in-house CMS (training will be provided)
- excellent written, oral and interpersonal communication skills
- attention to detail
- ability to work as part of a team
- ability to work independently
- highly organised
- previous experience of using a CMS and previous experience of writing for the web would be desirable
- understanding of HIV and sexual health issues, and the importance of evidence-based health information would be desirable.

### **For more information:**

Please contact NAM's Digital manager, Greta Hughson, at [greta@nam.org.uk](mailto:greta@nam.org.uk)

### **To apply:**

Please send a CV and covering letter to [jobs@nam.org.uk](mailto:jobs@nam.org.uk)

Closing date: 4 May 2015

Interviews planned for: 13 and 14 May 2015