



HIV & AIDS – sharing knowledge, changing lives

HIV Information Editor

Job description

Role:	HIV Information Editor
Location:	The post is based at NAM's office, currently located at: 439 Caledonian Road, London, N7 9BG, although remote working will be considered. Some out of office work may be offered and / or required.
Hours:	35 hours per week. Occasional out-of-normal working hours may be necessary
Salary:	£47,044 per annum
Pension entitlement:	6% of gross salary
Contract type:	Permanent
Annual leave:	25 days, plus UK public and bank holidays
Responsible to:	Managing Editor
Responsible for:	No line management duties.

Overview:

The HIV Information Editor will work with the Managing Editor to ensure NAM aidsmap's HIV information resources remain up to date, accessible and accurate. The role will include developing, monitoring and updating, where required, aidsmap's About HIV pages and NAM's printed materials, as well as providing information in other media formats, such as video, and on other platforms, such as social media.

Key duties:

1. Research, develop, write and copy-edit written information materials for people living with or affected by HIV for a range of formats, including but not limited to: pages in the About HIV section of aidsmap.com; *The basics* leaflets; and NAM booklets.
2. Research, develop, write and, where appropriate, present digital information materials for people living with or affected by HIV for a range of formats, including but not limited to video and audio products for social media and other digital platforms.
3. Work proactively and collaboratively with researchers, medical professionals and people living with HIV to review our information to make sure it is relevant, accurate and accessible to people living with HIV.

4. Inform and support provision of information for people living with HIV delivered by all members of NAM's team and relevant partners.
5. Contribute to the selection of 'editors' picks' on aidsmap.com.
6. Analyse and report on web traffic and social media engagement with About HIV content, video clips and other digital products, and use this data to suggest improvements and new approaches.
7. Maintain an understanding of current developments in the healthcare of people living with HIV (including HIV treatment, management of co-morbidities and sexual health) and current information needs of people living with HIV through:
 - a. Reading journal articles and HIV-related websites
 - b. Participating in NAM's editorial meetings
 - c. Attending conferences and other relevant meetings
 - d. Building and maintaining relationships with clinicians, researchers and advocates
 - e. Engagement with individuals and organisations involved in direct contact work with people living with HIV, including those within the NAM team.

Other duties:

8. Attending and contributing to regular staff team meetings.
9. Contributing to the development and maintenance of relationships with partner and potential partner organisations at local, regional and international levels.
10. Contributing to other key editorial products.
11. Representing NAM to the external world on matters relating to its core business, including but not limited to conferences, meetings and within the media.
12. Providing fee-paying technical assistance consultancy services.
13. Contributing to the development and implementation of the organisation's strategic goals.

NAM works in a fast-moving and ever-changing environment. All post holders are expected to take on other occasional tasks consistent with the grade of the position. This job description will be reviewed regularly.