



HIV & AIDS – sharing knowledge, changing lives

HIV Information Editor

Person specification

Required:

1. Excellent writing and editing skills, with a good understanding of English grammar and usage, the principles of plain English, and experience of working to house style guidelines.
2. Methodical and accurate approach, with good attention to detail.
3. Experience of producing information resources, including generating ideas, researching the content, writing, editing and responding to feedback / review.
4. Experience and confidence communicating information and research findings to non-technical audiences, distilling information into simple and accessible language and messages.
5. Excellent presentation skills, including public speaking and experience of live and / or pre-recorded radio and TV media engagement.
6. Knowledge of HIV prevention and the healthcare needs of people living with HIV (including HIV treatment and co-morbidities), gained through personal experience or a professional role.
7. Understanding and appreciation of the needs of communities with high prevalence of HIV, including Black African communities, migrants, gay and bisexual men, trans people, injecting drug users and sex workers.
8. Knowledge of health services and structures in the UK.
9. IT literacy; with the ability to use core MS Office software (i.e. Word, Excel, Outlook, Powerpoint).
10. Comfort with, and capable of, working independently and without close oversight.
11. The ability to work well under pressure.
12. A diligent and tenacious approach to work and an ability to take personal responsibility for delivering results.
13. Strong interpersonal skills and the ability to work well as part of a small team.
14. Commitment and enthusiasm to the role and for NAM's work in providing accurate, accessible and reliable information to people living with HIV around the world.

Desirable:

1. Experience of developing and presenting video and audio content.
2. Knowledge of health services and structures outside of the UK.

3. Experienced in researching medical information online, including using PubMed and other databases.
4. Understanding of search engine optimisation (SEO) and how to optimise content to reach larger audiences.
5. Knowledge and / or experience of using social media to communicate information to broad audiences.