

Directorate

Support and influencing

Team

Nursing, healthcare professional engagement and health information

Reporting manager

Senior health information manager

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the Nursing, healthcare professional engagement and health information.

Job purpose

To develop online and printed information content on breast cancer and breast health, working closely with our nursing team to ensure the information is clear, accurate and meets the needs of people affected by breast cancer or concerned about their breast health.

Key tasks and duties

- To plan, write, edit and review health information in a variety of digital and print media
- To work closely with the nursing team at every step to ensure the accuracy of our health information
- To take responsibility for a variety of projects at any one time, ensuring they are completed in a timely way
- To ensure health information is regularly updated and that people affected by breast cancer are involved at every stage
- To identify content gaps and propose ways to address them
- To keep an eye on and act on user feedback comments on health information content
- To adhere to agreed information production processes to ensure quality, including taking on board the views of external medical experts, users and internal stakeholders
- To champion and enforce brand, house style and tone of voice
- To work closely with other team members to maintain accurate records, in accordance with Breast Cancer Now's editorial policies and the Patient Information Forum (PIF)
- Adhere to all Breast Cancer Now's policies and procedures
- Any other duties within the scope and remit of the role, as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Demonstrable experience of developing written content that's accurate and accessible, and that meets users' needs	x	x
Experience in communicating complex information clearly to a variety of audiences	x	x
Experience of collaborating with others to ensure accuracy and quality of information	x	x
Experience of managing projects across a range of formats	x	x
Have used evidence and data, for example from Google Analytics, to plan, monitor and improve content	x	x

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience working in health-related content or the voluntary sector	x	
A working knowledge of InDesign	x	

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent writing and editing skills, and meticulous attention to detail	x	x
The ability to use your own initiative and work collaboratively across teams	x	x
The ability to initiate projects and see them through to	x	x

completion, prioritise workload and work to deadlines		
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Knowledge

It’s **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
A good understanding of the processes involved in developing evidence-based print and online content	x	x

Role information

Key internal working relationships

You'll work closely with the following:

- Healthcare professional engagement team and health information
- Digital team
- Brand, marketing and communications team
- Public health, inclusion and awareness team

Key external working relationships

You'll work closely with the following:

- External lay and expert reviewers of our health information
- Breast Cancer Voices Network (people with lived experience of breast cancer)
- Patient Information Forum

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in: 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Hours of work	35 per week, Monday to Friday
Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.

Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated November 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity