We have an exciting opportunity for an Information and Evidence Officer to join the established Research, Evaluation and Insight team at Penny Brohn UK. The successful candidate will be responsible for researching and updating content for the charity’s ‘universal service’ offer of information resources and will play a key part in making Penny Brohn UK a certified provider of trusted, evidence-based information.

**Job Details**

**Job Title:** Information and Evidence Officer  
**Job Ref:** IEO398  
**Hours:** 15 hrs per week  
**Salary:** £22,000 - £24,000 pro-rata, per annum  
**Contract:** 2 years fixed term  
**Location:** Flexible home working is available with regular visits to Penny Brohn UK’s Head Office in Bristol expected  
**Benefits:** We offer 30 days annual leave per year plus bank holidays (pro-rata)  
Enhanced sick pay after six months service  
The opportunity to join the charity’s pension and life assurance scheme  
Free onsite parking

The Information and Evidence Officer is a new role within the Research, Evaluation and Insight team. Joining at an exciting time for the organisation, this role will sit within the broader Strategy and Insight function. The role will involve researching and updating content for Penny Brohn UK’s ‘universal offer’ of information resources, ensuring they meet the needs of people affected by cancer, are accessible and evidence based. One of the key focuses will be working towards the ‘PIF Tick’ accreditation - making Penny Brohn UK a certified provider of trusted, evidence-based information.

This role is a great opportunity for a recent graduate with the following skills and attributes:

- Graduate – Psychology, Social Science, Information or other relevant degree.
- Comprehensive knowledge and experience of researching health information using medical databases and the internet to obtain evidence-based information.
- Experience of using reference management software.
- Experience of producing information from the research stage, through to writing, external review, and liaising with other staff members involved in the production of information resources e.g., Communications.
- Excellent written, verbal and visual communication skills.
- Experience of communicating complex health information to a lay audience.
- Able to work flexibly in a changing environment.
- Able to liaise with health and other professionals at all levels.
- Experience or interest in working with people diagnosed with cancer.
The role is offered at 15 hours per week for the fixed-term period of two years. There is the opportunity to work flexibly from home alongside regular attendance at the Penny Brohn centre in Bristol.

At Penny Brohn UK, we are committed to promoting equality, diversity, and inclusion throughout the organisation. We are proactively taking action to support EDI and Wellbeing to support our ethos of creating a diverse culture that is reflective of both our employees and the lived experience of all communities touched by cancer. We welcome applications from individuals from all backgrounds regardless of age, gender, gender identity, gender expression, ethnicity, sexual orientation, faith or disability.

For further details with regards to the role, please download the attached job description.

Application Process

Please send your CV along with a covering letter, detailing your relevant skills and experience in order to demonstrate how you meet the requirements of the role to jobs@Pennybrohn.org.uk. For further information, please contact the HR Department via jobs@Pennybrohn.org.uk

Timetable for appointment:

Closing date: This vacancy will close as and when the right candidate is found. It is therefore advisable to apply as soon as possible if you are interested in the role.

Start date: Appointment to commence as soon as possible