

Could you be our new
**HEALTH INFORMATION
OFFICER?**



Health Information Officer **(12-month Fixed Term Contract)**

Candidate Information Pack



A MESSAGE FROM OUR CEO >>>



Thank you so much for expressing an interest in joining our fantastic, ambitious and committed team at LUPUS UK.

Lupus is a chronic autoimmune disease which is uncommon, complex and poorly understood. It affects the immune system and can cause lasting damage to the kidneys, skin, heart, lungs and/or brain. Lupus disproportionately affects women and people from Black African, Caribbean, and Asian ancestries. Around 50,000 people in the UK are thought to have lupus (approximately 1 in 1000).

LUPUS UK is a registered charity formed in 1990, and we hold an ambition for a world where people with lupus can live full and active lives. We work hard to empower people by providing information about lupus and offering support, so their voices are heard and their condition diagnosed and managed effectively.

We are building a team that will help take us to the next stage of our development at LUPUS UK. This role plays a key part in that work by supporting the development of high quality, trustworthy, current and effective information resources for the lupus community.

You must be an excellent communicator with the ability to tailor information to the needs of the intended audience. You must also have strong attention to detail, with proven editing and proof-reading skills.

We're a small charity (£650k income and 11 staff), so we need team members that are able to bring ideas and suggestions for the future whilst also getting stuck in when needed. We have a passionate and committed team and it's important that people who join share our values and commitment to our vision.

Thank you for your interest in this role. It's an exciting time for the charity and we look forward to meeting you.

Caroline Olshewsky, Chief Executive



ABOUT US

LUPUS UK is a registered not-for-profit charity established in 1990.

OUR VISION

A world where people with lupus can live full and active lives.

OUR MISSION

To empower people by providing information about lupus and offering support, so their voices are heard and their condition diagnosed and managed effectively.

OUR VALUES

- We believe in improving the lives of people who have lupus.
- We believe that lupus patients are entitled to specialised care and treatment.
- We believe that lupus patients are entitled to the best possible information about their condition.
- We believe in informing and educating the medical profession and the public about lupus and its effects.
- We believe in bringing people with lupus together so they are not isolated.
- We believe in listening to people who want to talk about lupus.



ABOUT LUPUS

Lupus is a chronic autoimmune disease where the immune system is dysfunctional and mistakenly identifies the body's own tissues as foreign invaders. In people with lupus, the immune system creates autoantibodies to attack the body's tissues, which can cause inflammation and damage – possibly affecting the organs and/or the joints in some lupus patients. Lupus disproportionately affects women and people from Black African, Caribbean, and Asian ancestries.

Lupus is an uncommon, complex, and poorly understood disease. Around 50,000 people in the UK, and 5 million people worldwide, are thought to have lupus. As such, many healthcare professionals may not recognise the early signs resulting in a delay to referral and diagnosis. During this time, active lupus can cause damage to the kidneys, skin, heart, lungs and/or brain which may be irreversible.

We produce a range of publications that help people understand the different ways that lupus can impact and how it can be managed: <https://lupusuk.org.uk/publications/>.



Watch this
YouTube video to
find out more about
lupus and how it
affects 5m people
worldwide



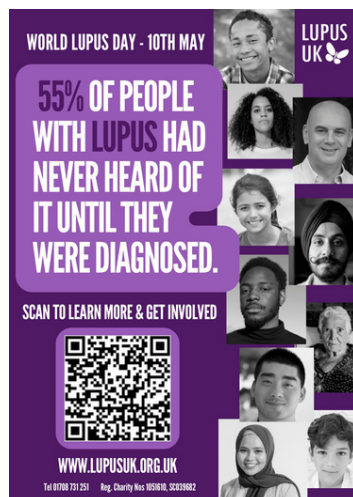
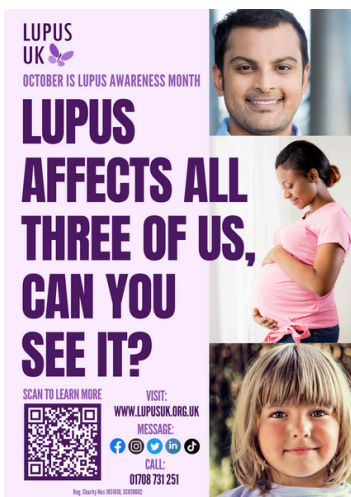


WHAT WE DO


We deliver a wide range of activities to achieve our vision. Our charitable objectives are:

- To increase awareness of lupus amongst patients, health professionals and the public.
- For all people with lupus in the UK to have a timely diagnosis and equitable access to high quality treatment.
- To empower people living with lupus.
- To support families and carers impacted by a diagnosis of lupus.
- To influence at policy level, ensuring that the voices of those living with lupus are heard.
- For LUPUS UK to represent the whole lupus community.

Some examples of our work...



- Guidance for people with lupus.
- Campaigns to raise awareness.
- Lobbying and influencing work to impact public policy decisions.
- Providing grants to research projects.
- Supporting groups and communities for people living with lupus.
- Events and activities.



Meet other
young people
with lupus

Sunday 21st April 2024
2pm to 4pm

St Pancras Church House London
NW1 1NA

HOW WE ARE RUN

Finances

We receive money through a number of different streams including membership subscriptions, donations and fundraising, and grants and trusts. Our usual income per year is around £650,000. Our financial position is very stable and you can view [our latest annual accounts here](#).

Governance

We are governed by our Constitution which sets out our charitable objectives and how we operate. We have a Board of Trustees that oversee the running of LUPUS UK. We have recently been through the process of incorporation and operate as a CIO (Charitable Incorporated Organisation).

Our Trustee Board

The Board of Trustees ensure that we are operating properly and in the best interests of our beneficiaries. They oversee the work of staff, through the Chief Executive, who is responsible to the Board. The Trustees have responsibility for oversight of the budget, governance and strategy of LUPUS UK.

[You can find out more about our Trustee Board here.](#)

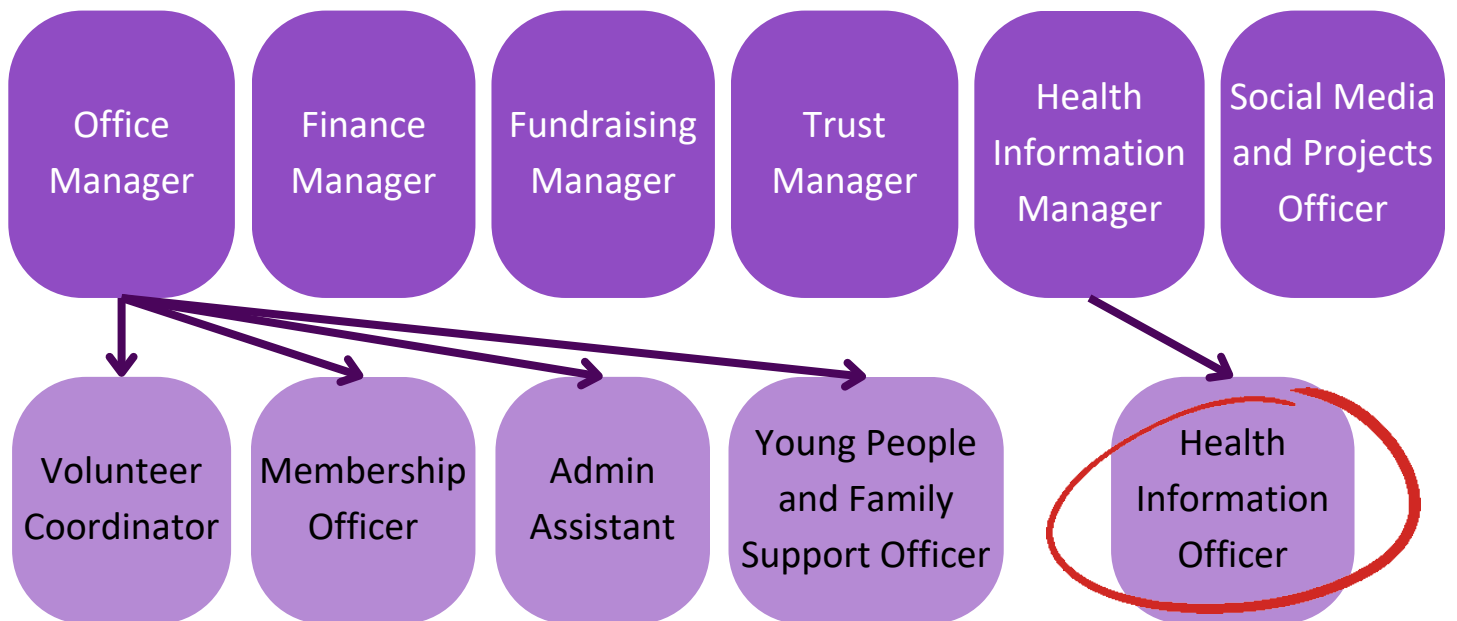


OUR STRUCTURE



Trustee Board

Chief Executive



[Meet our fantastic team HERE](#)

"LUPUS UK has been a good source of information for me and my family over the last two years"



WORKING AT LUPUS UK

Our success hinges upon having a team of brilliant people, working together to ensure our charity has the biggest possible impact. Our aim is to be a great place to work – where we respect work / life balance, support training and learning, and promote an inclusive and positive working environment. We have a small and dedicated staff team. We value developing our people, rewarding them well, and encouraging long-term career opportunities.

LOCATION

Our main office is at St James House in Romford Essex. We support hybrid and flexible working. There is an expectation that staff are based in the office for 3-days per week on average. You can [find out more about Romford HERE](#).

BELONGING

We're committed to ensuring our workforce reflects the diversity of the world and community we serve. We also aim to ensure that people are valued, included and supported by creating an environment where everyone can bring their authentic selves to work.

We respect everyone's individual identity and celebrate difference, and encourage applications from all candidates irrespective of background. We particularly welcome applicants from an ethnic minority and/or people living with a disability or chronic illness.

BENEFITS

We have a fantastic range of benefits for staff including:

- 20-days of annual leave (increasing by one for each year of employment, up to 25) plus bank holidays.
- 5% matched pension.
- 4 x salary death-in-service policy after 6-months employment.
- Flexible working arrangements.
- Enhanced wellbeing package including sick pay.
- Lots of learning and development opportunities.

BALANCE

We understand that balancing work and home life can be tricky, and LUPUS UK is a great place to achieve that balance. We genuinely care about our people being able to thrive both at work and at home, so we welcome suggestions and requests for flexible working, including part-time working, job shares, condensed hours and hybrid working.

ABOUT THE ROLE

JOB TITLE

Health Information Officer

REPORTS TO

Health Information Manager

RESPONSIBLE FOR

n/a

SALARY & CONTRACT DETAILS

c.£25,00 p/a (based on experience);

12-months Fixed Term Contract

WORKING HOURS

35 hours per week to be worked flexibly to fulfil the needs of the role

ROLE PURPOSE

To support the development of high quality, trustworthy, current and effective information resources for the lupus community. This role plays an important part in our work to empower people living with lupus and supporting families and carers impacted by a diagnosis of lupus.

KEY RESPONSIBILITIES

Delivery

- Help to review, update and co-develop health information content for the lupus community in line with our schedule, maintaining a high standard of evidence-based information production, following appropriate criteria for accreditation by professional organisations. This could include support with research, liaising with external experts for input and review, copy writing, proof reading and production (including design).
- Work with colleagues, healthcare professionals and people with lived experience of lupus to co-develop high quality information resources.
- Communicate health-related updates, such as website articles on changes to access to vaccinations.
- Respond to emailed queries related to lupus and related conditions, health system access, treatments, etc.
- Support with co-ordinating the production of the charity's magazine 3 times a year.

Other

- Uphold the values and expectations of LUPUS UK.
- Carry out other duties relevant to your post as reasonably required.
- Occasional evening and weekend working and travel may be required to support our broader activities.



"It's good to read about the experiences of others with my condition. It helps me to feel empowered and better informed"

ABOUT YOU

QUALIFICATIONS AND EXPERIENCE

- Experience communicating complex information in plain language, considering the needs of the intended audience.
- Working with a range of key stakeholders to develop information.
- Experience of working within a team.
- Communicating complex health, scientific, or research information (desirable).
- Experience in engaging those living with a long-term health condition and/or young people/families, in the co-production of information (desirable).

KNOWLEDGE AND SKILLS

- Ability to critically analyse health information.
- Excellent communication skills and ability to develop effective partnership working.
- Excellent organisational skills
- Excellent attention to detail, with proven editing and proof-reading skills.
- Able to deal with confidential data and demonstrate high levels of discretion.
- Strong knowledge of Microsoft Office applications including Word, Outlook and Excel.
- Skilled in critically analysing published scientific and medical research to ensure health information is accurate and evidence-based (desirable).
- Familiarity with the PIF Tick scheme and guidance (desirable).

VALUES AND BEHAVIOURS

- Able to uphold and champion the values of LUPUS UK, demonstrating high standards of integrity, accountability, respect for others, courtesy and professionalism.
- Passionate about the work of LUPUS UK and working in a non-profit environment with a focus on health and disability.
- Demonstrable empathy for service users and a commitment to understanding and addressing the challenges they experience.
- Actively committed to the growth of equality of opportunity and diversity.
- An enthusiastic and flexible approach and willing to support colleagues.
- Commitment to continual professional development and willing to give and receive constructive feedback.
- A positive, can-do attitude and willingness to help with tasks outside normal duties.



"I learned almost everything I know about lupus from LUPUS UK and that knowledge gave me the confidence to get control back in my life and do almost everything I used to be able to do including running. It also helped my husband, family and employer to know what lupus is and how we can make life work together"

HOW TO APPLY

The closing date for applications is: **Monday 8th July 2024 (10am).**

Please reserve the following dates in your diary when you apply:

Final Interviews (in-person)

Friday 19th July 2024

YOUR APPLICATION

Please ensure you have read the full Recruitment Pack before applying. To apply, please submit your CV and a short (maximum 2-page) personal statement to stevie@lupusuk.org.uk.

Your personal statement is an opportunity to outline your motivation for the role and to set out how you meet the person specification of the role. We would encourage you to align your personal statement, as far as possible, to the criteria set out in the person specification.



If you have any queries or would like to arrange an informal discussion about the role please contact the line manager for the post, via e-mail:

debbie@lupusuk.org.uk.



**LUPUS
UK** 

www.lupusuk.org.uk