

Job Description and Person Specification

Job Title:	Information Co-ordinator
Salary:	£32,000 per annum (28 hours pro rata)
Contract Term:	One-year fixed term contract
Hours of Employment:	28 hours per week
Working pattern:	Flexible, within core office hours of 9.30 to 5.30pm
Location:	Central Edinburgh with the flexibility of a hybrid working pattern
Reports to:	CEO

About Prostate Scotland

At Prostate Scotland, we are dedicated to support men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.

Purpose of Job

The Information Co-ordinator is responsible for ensuring that accurate, clear, and accessible information is produced, maintained, and disseminated by the charity. This role involves:

- creating a range of printed and digital information materials and tools for men, their families, healthcare professionals and the public
- collaborating with medical specialists including consultants, GPs, and allied health professionals to ensure content is evidence-based and clinically accurate
- coordinating and managing the PAGES committee, including organising quarterly meetings, preparing agendas and documentation, and overseeing follow-up actions
- ensuring the charity's information is compliant with regulatory and accessibility standards and is effectively shared with relevant stakeholders

The Information Co-ordinator plays a key role in supporting the charity's mission by providing authoritative, respected, accessible, and high-quality information that empowers service users, supports clinical professionals, and raises awareness.

Main Duties and Responsibilities

Information Production and Content Development

- Review, write, edit and update high-quality, evidence-based information resources for service users, healthcare professionals and the public, including leaflets, brochures, newsletters, website content, app content and social media content.
- Translate complex medical and clinical information into clear, accessible language suitable for a lay audience.
- Review and update all information resources in line with diagnostic and treatment pathways, USC guidance, clinical guidelines and best practice.
- Develop and manage a rolling review programme to ensure all information remains current, accurate and relevant.
- Identify gaps in information provision and develop new resources accordingly.
- Update and maintain key resources, including Living Well with Prostate Cancer content, professional education materials, patient programmes and volunteer handbooks.
- Compile and maintain a set of standard responses for common information enquiries and working with the Administrator as appropriate, take responsibility for responding to information queries in a timely and appropriate manner.

Medical, Clinical and Expert Collaboration

- Work closely with consultants, GPs and allied health professionals to verify, approve and quality-assure clinical content.
- Maintain a strong network of medical and clinical contacts to support ongoing advice and expertise.
- Keep up to date with relevant clinical guidelines, pathways and Scottish prostate health statistics, sharing updates with colleagues as appropriate.
- Support the development of content for campaigns, projects, awareness activities and events in line with the charity's objectives.

Coordinating the PAGES Advisory Group

- Lead the organisation and administration of the PAGES Advisory Group, including setting annual plans, preparing agendas and papers, minuting meetings and managing follow-up actions.
- Act as the main point of contact for PAGES members and provide support to the Chair as required.
- Organise and support PAGES subgroups and ensure outputs are documented, reviewed and disseminated appropriately.
- Maintain and review the Advisory Group's remit and member role descriptions.
- Work with the Volunteer Co-ordinator to integrate PAGES members in line with volunteer policies and to support the recruitment of specialist members.

Information Management, Quality and Compliance

- Maintain an organised and up-to-date database of information materials, versions and approvals.
- Ensure all information complies with regulatory, governance and accessibility standards, including plain English, easy-read and digital accessibility requirements.
- Monitor the use, distribution and impact of information resources, evaluating effectiveness and making recommendations for improvement.
- Support audits and regulatory requirements relating to information provision.
- Support staff and volunteers to access, use and share information appropriately.
- Prepare quarterly reports for CEO and Board members.
- Explore opportunities to secure PIF TICK trust mark for health information.

Branding, Design and Production

- Work with the CEO to plan and deliver a phased roll-out of refreshed branding across all information resources.
- Liaise with external creative agencies to develop, review and approve designs and proofs.
- Prepare print specifications, obtain quotes, appoint suppliers and oversee print production.
- Update the CRM system (Donorfy) as required to support monitoring, reporting and evaluation.

Training, Awareness and Volunteer Support

- Develop, plan and deliver Train the Trainer programmes in collaboration with partners such as Detect Cancer Early, pharmacy teams and GP practices.
- Create, review and update content for awareness talks delivered by volunteers.
- Working with the Volunteer Coordinator, deliver training and ongoing support to volunteers, including those with lived experience, to confidently deliver awareness talks and distribute information resources.
- Review and update information within volunteer handbooks as appropriate.
- Work with the CEO and Marketing team to develop digital resources, videos and educational materials to raise awareness of risk, symptoms, treatment options and side effects.

Development, External Engagement and Reporting

- Support the marketing and distribution of information resources to GP practices, hospitals and other healthcare settings, particularly following rebranding.
- Collaborate with other cancer care charities and partners to develop and deliver shared educational modules and resources for healthcare professionals.
- Attend and represent the charity at relevant conferences, meetings and professional events as required.
- Gather feedback through focus groups and digital surveys.

General Duties

- Manage the Information budget.
- Work collaboratively with colleagues across communications, fundraising, operations and volunteer teams.
- Undertake additional duties as agreed with the CEO, ensuring all work aligns with the charity's mission and objectives.

Qualifications and Skills

Essential:

- Proven experience researching and creating high-quality information materials, ideally in a cancer or healthcare context.
- Understanding of medical terminology and clinical diagnostic and treatment pathways
- Experience of working with a range of stakeholders including patients, families, healthcare professionals from primary and secondary healthcare
- Strong organisational skills with experience planning meetings and coordinating committees.
- Excellent written and verbal communication skills, with the ability to convey complex information clearly.
- Experience in managing databases, information repositories, or content management systems.
- Ability to work independently and collaboratively within a small team.

Desirable:

- Awareness of Scottish Urgent Suspicion of Cancer Guidelines and prostate cancer diagnostic pathways.
- Knowledge of the Scottish healthcare system, clinical governance, or patient information standards.
- Experience in evaluating and monitoring the effectiveness of information materials.
- Familiarity with accessibility standards (plain English, easy-read, and digital accessibility).

Skills and Abilities

- Exceptional attention to detail and accuracy in written materials.
- Ability to translate complex clinical or technical information into accessible formats.
- Strong organisational and project management skills, including committee coordination.
- Proficient in Microsoft 365 (Word, Excel, PowerPoint, Outlook); experience with CRM platforms or database management an advantage.
- Effective interpersonal skills, able to liaise with clinical professionals, staff, volunteers, and service users.
- Self-motivated and proactive, with the ability to prioritise competing tasks.
- Comfortable working in a fast-paced, dynamic charity environment.

Other Information

- Occasional travel across Scotland may be required.
- Flexibility in working hours may be needed to support occasional committee meetings or external stakeholder meetings.

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment. Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.