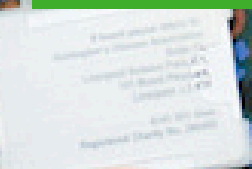




Huntington's  
Disease  
Association

*Communication & Marketing Assistant*



# About the Huntington's Disease Association

## What is Huntington's disease?

Huntington's disease is a life-limiting, genetic disorder that causes the breakdown of nerve cells in the brain.

It is caused by a faulty gene and is passed down through families. If a person inherits the gene they will develop the disease. Every child conceived naturally to a parent who carries the Huntington's gene has a 50% chance of inheriting it.

Huntington's leads to symptoms affecting three main areas, movement, behaviour and cognition.

Although there is, as yet, no cure, some symptoms can be managed to improve the person's quality of life.

## What do we do?

The Huntington's Disease Association provides specialist support to people affected by Huntington's disease across England and Wales.

The charity was founded in 1971 after a family who had been given a diagnosis of Huntington's put a letter in the local paper asking if anyone knew of any other families in a similar situation. It began as a self-help group with 76 members and was known initially as the Association to Combat Huntington's Chorea, later becoming the Huntington's Disease Association.

We raise awareness of Huntington's disease and offer practical advice and support, training to health and social care professionals and fund research into the disease. We want a better life for anyone affected by Huntington's disease.

Approximately 8000 people in the UK are currently living with Huntington's disease



We support over 8000 people in England and Wales



A further 32,000 are at risk of developing the disease



HDYES support over 700 individuals



We have a membership of over 5000 people, both Huntington's disease family members and professionals.



28k people visit our website each month



# Our VISION

*Together we will build a better life for anyone affected by Huntington's disease.*

# Our MISSION

*To enable everyone affected by Huntington's disease to live life to their full potential by:*

- *Improving care and support*
- *Educating families and the professionals who work with them*
- *Championing the needs of the Huntington's community by working together*
- *Influencing decision-makers to tackle discrimination and secure equity of access to services*

# Our VALUES

*We are:*

*Tenacious, Experienced, Compassionate, Inclusive, Inspirational*



*We will ensure everyone affected by Huntington's disease gets the care and support they need*



*We will help make each day with Huntington's disease the best possible day*



*We will make sure the voices of people affected by Huntington's disease are heard and are at the heart of everything we do*



*We will not rest until everyone with Huntington's disease has access to treatments*



*We will be a resilient charity*

# Job description

**Job title:**

**Communication & Marketing Assistant**

**Job type:**

Permanent, 35 hours per week (Full-time)

**Responsible to:**

Head of Communication & Marketing

**Office location:**

Hybrid working – Liverpool Head Office / working from home

**Salary:**

£24,000

**Job purpose:**

This is an exciting and important administrative role, offering a fantastic opportunity to support the smooth operation of a dynamic charity. We are looking for a proactive person to join as administrative support for our communication and marketing team. Are you driven by great organisation and an attention to detail? Then this is the job for you!

We are looking for someone who can support the busy communications team by providing strong administrative support across a variety of areas, including website and content management, research and data analysis, design and branding and content support. You will need a love for learning, and will need to be able to work to our charity values - tenacious, compassionate and inclusive.

This varied role is perfect for someone looking to use their administrative skills to make a meaningful impact within the charity sector. You will represent and promote the work, vision and purpose of the Huntington's Disease Association.

You don't need to have experience in marketing to do this role, though we would like someone who is eager to learn about marketing and communication to strengthen their role within the team.

# Main duties

- Organise and maintain documents, schedules, and materials for campaigns, including the charity's photo library.
- Assist the team with administrative support, including maintaining the Marketing & Communication request system and monitor email inbox.
- Assist Social Media Officer with collating information for social media posts and other content.
- Make basic updates to the charity's website, like updating event information or uploading new blog posts.
- Monitor social media channels, responding to comments and messages and flagging important interactions for the team.
- Use design tool (Canva) to create simple graphics or update templates.
- Prepare and distribute materials, such as posters, leaflets, and digital resources for specific events or campaigns.
- Help create and send email newsletters, ensuring proper segmentation of the audience list and consistency of internal communications.
- Track metrics like social media engagement, email open rates, and website traffic.
- Assist in preparing monthly or quarterly reports on campaign performance, audience engagement, and other KPIs.
- Work with other teams, such as fundraising or support services, to share marketing materials and ensure consistency.
- Update and manage mailing lists and CRM systems, ensuring contact information is accurate and up to date.

# Other duties

- Attend and contribute to team and charity-wide meetings.
- Work collaboratively with colleagues from other teams across the organisation.
- Understand our obligations under the Data Protection Act and Fundraising Codes of Practice about data management and ensure the Huntington's Disease Association acts in accordance with legislation.
- To keep abreast of developments within the communication & marketing sector to identify opportunities and trends.
- Respect the confidentiality of all information obtained whilst working for the Huntington's Disease Association.
- Work in a manner that facilitates inclusion, particularly of people affected by Huntington's disease.
- Carry out other tasks as directed by your line manager.



# General

All applicants must be able to demonstrate the right to work in the UK.

The post is subject to a three-month probationary period.

Details of how data provided as part of the recruitment process is securely handled can be found in our [privacy notice for job applicants](#) on our website.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Out of pocket expenses including travel and mileage allowances are paid on receipt of appropriate claim forms and invoices/receipts in line with relevant policies.

The post holder is expected to work in the areas stated above, but may be required to work anywhere in England and Wales as the needs of the service dictates. There is an expectation that the post holder will work occasional evenings and weekends. Time is normally taken back in lieu of hours worked.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The post holder is therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action by the Huntington's Disease Association. Any information given is completely confidential and considered only in relation to the positions to which the Order applies.

The successful applicant is required to complete an online enhanced DBS (Disclosure and Barring Service) application prior to joining the charity. This is completed at the expense of the charity.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.

The post holder is expected to undertake training and retraining throughout their employment and is expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.



# Person specification

	Essential or Desirable	How identified
<b>Experience</b>		
Previous experience in an administrative, marketing, or communications role.	E	Application and interview
Can demonstrate the ability to organise and prioritise tasks in a changing environment.	E	Application and interview
Clear and concise verbal and written communication skills.	E	Application and interview
Ability to maintain confidentiality and follow data protection guidelines.	E	Application and interview
Experience using and designing in Canva and Adobe programmes.	D	Application and interview
<b>Knowledge and skills</b>		
Ability to work independently and consistently meet deadlines.	E	Application and interview
Proficiency in Microsoft Office, Google and general ease with online tools.	E	Application and interview
<b>Personal Attributes</b>		
Willingness to support colleagues and contribute positively to team goals.	E	Application and interview
Passionate about making a difference and supporting the mission of the charity.	E	Application and interview
Willingness to work occasional flexible hours, such as attending events or supporting evening/weekend campaigns.	E	Application and interview
Proactive in seeking out opportunities for improvement within the role.	D	Interview
Interest in marketing, communications, or the charity sector as a career path.	D	Interview



# Employment benefits



## Medicash

*Discounted Health Club Membership*

*Health and stress related support through a 24-hour helpline*

*Skin vision - skin health related tracker*

*Virtual GP and prescription service*

*Optical care*

*Routine dental treatments*



## Salary deduction travel to work scheme

*Interest-free loan of up to £10,000 per year to cover the cost of a season ticket for your travel to and from work. Repayments can be spread over 12 months. Central office staff only*



## Salary deduction workplace parking scheme

*Interest free loan to cover the cost of your parking permit. Repayments can be spread over 12 months. Central office staff only*



## Salary sacrifice cycle to work scheme

*Receive a brand new bike and cycling accessories of your choice for use in commuting to and from work. Deductions are taken from gross salary providing tax savings. Central office staff only*



## Generous annual leave

*25 days plus bank holidays (pro rata) plus 3 hour shutdown on Christmas Eve and New Year's Eve*



## Tax-free working from home allowance

*For fully remote staff - annual payment*



## Learning and development opportunities

*Both organisation-wide and individual training*



## Flexibility

*Working arrangements flexible to meet the needs of our employees*



## Pension

*3% employer contribution to workplace pension*



# How to apply

If you would like to be considered for this role, please apply below.

To ensure your application is considered, please upload both your CV and a cover letter. Your cover letter should include why you are applying for the role and how you meet the requirements of the person specification.

Applications submitted without a CV and cover letter will **not** be considered.

[Apply here](#)

As an organisation we value diversity and we are committed to equal opportunities in our recruitment process. Should you need any adjustments at any stage of the recruitment process, please contact us via [recruitment@hda.org.uk](mailto:recruitment@hda.org.uk) or 0151 331 5444 (option 4). We collect monitoring data via a form sent to you following your application to ensure our recruitment processes are inclusive and reaching a diverse range of candidates. This will not form part of the selection process in any way, the data collected will be used for monitoring purposes only and the completion of the form is voluntary.

The Huntington's Disease Association is looking for someone with the ability to work in a way that promotes the safety and wellbeing of adults at risk, children and young people. We follow safer recruitment practices to ensure we are safeguarding the people we work with. We require the successful candidate to provide two employment references and undergo a Disclosure and Barring Service (DBS) check for enhance disclosure before joining the charity.

Full details of how we securely handle the data you provide to us as part of the recruitment process can be found in our [privacy notice for job applicants](#) on our website.

**Closing date for applications is Monday 6th January 2025, 9 am.**

**Interviews will be held on Thursday 23rd January and Friday 24th January 2025.**

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## Get in touch

For further information about the role contact us

email **recruitment@hda.org.uk**

phone **0151 331 5444 (option 4)**

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## Further information

For further information about Huntington's disease and the charity

**www.hda.org.uk**



@hda\_tweeting



@hdauk



@hdauk



@hda\_uk



Huntington's Disease Association

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Registered office - Huntington's Disease Association,  
Liverpool Science Park IC1,  
131 Mount Pleasant,  
Liverpool, L3 5TF

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*Inspired by our community*