



Media Relations & Communications Manager Job:

A rewarding role at Wales' leading cancer charity working with the media to find and develop opportunities to communicate our work. You'll be making sure our messages deliver impact and are seen and heard in a way that supports a positive public perception. As an experienced media relations and communications specialist, you'll be used to reacting to the news and maximising opportunities, as well as briefing spokespeople for interviews and be able to deliver media training.

You'll naturally work and communicate in a way that's collaborative with your colleagues across the board, build excellent relationships, keep calm under pressure and creatively come up with innovative ways to keep our brand visible and our strategic vision central. You'll be great at persuading and seeing the small details yet visionary, coming up with proactive solutions and motivated by the people around you.

It's an exciting role to impact on the cancer landscape through the power of communication, inclusivity, stories and effective media campaigns so you'll have a good track record in a role like this. With line management responsibilities you'll be people focused, flexible in your response to work and sensitive to people's needs, balancing being responsive to working to business objectives.

Salary: £34,000

Working Hours: 35 hours per week with flexible working

This means outside of our core 11am-3pm hours you can suit work around your lifestyle and personal commitments. We operate our work flexibly between 7am – 9pm so you can do things like the school runs or fit in wellness activities and hobbies with your working life.

Job Location: Home & Head Office based

As the role can be mostly home based, we have flexible working arrangements and encourage as much Head Office working as possible with an expectation to attend monthly team meetings in the office. We'd expect our Media Relations & Communications Manager to commute to our Cardiff city centre office as and when required for the role or travel across Wales as needed.

Apply by: 23rd February

Interview: 5th March at the Tenovus Cancer Care Head Office

If you're keen to be our Media Relations & Communications Manager please email people@tenovuscancercare.org.uk your CV & a Covering Letter to demonstrate how your skills or experience match the job role essentials and your motivation behind your application. You can find the full Job Description & Person Specification at our [Work for us page](#) to find out the skills or experience level we're looking for.

We're looking for skills, knowledge or experience to show us you've:

- Done this type of specialist media relations and communications role already when it comes to working with the press, following brand guidelines and shaping and delivering key external messages (if this is within the cancer or health landscape - even better)

- Great people, communication and relationship building skills to help you do your best work possible in a way that is inclusive, sensitive and underpinned by an organisation's values
- Line managed or supervised people when it comes to performance and development

In return you'll be part of a people orientated culture, support a worthwhile cause and have staff benefits such as:

- A generous 35 days annual leave including public holidays that increases with length of service (pro rata'd for part time staff)
- Your birthday off work once you've been here for 12 months.
- Opportunity to buy up to 10 days of additional annual leave per year
- Occupational sick pay after completion of probationary period
- Contributory pension scheme
- A tailored induction and support programme to help you succeed and excel
- An Employee Assistance Programme (EAP) offering access to 24/7 confidential advice and support
- The opportunity to participate in staff volunteer activities to support the wider organisation
- The opportunity to learn from, grow with, support and develop people who volunteer with US

About us

More people than ever are living with cancer in Wales, with around 20,000 people diagnosed every year.

We give help, hope, and a voice to everyone affected by cancer. We understand how cancer can impact every aspect of life and how it affects families and friends too. Our wide range of services offer information, advice, and specialist support to people living with cancer, and their loved ones.

Together with our inspiring community of staff, volunteers, and supporters, we're determined to be here for everyone affected today, tomorrow, and beyond.

Recruitment Process

Please email your CV and covering letter to people@tenovuscancercare.org.uk. They should demonstrate how your skills or experience match the job role essentials and your motivation behind your application. The closing date for your application to be submitted is 23rd February 2025.

You can also visit our [Work for us](#) pages that give you more information and a copy of the job description and person specification. Please submit your application as soon as possible as we reserve the right to change the closing date.

At Tenovus Cancer Care we're committed to making our workplace diverse and inclusive where everyone feels they belong and can be their authentic selves at work. We're proud to be an equal opportunities employer who does not discriminate based on the Equality Act 2010's Protected Characteristics. All qualified applicants will receive equal consideration for employment, and we will adjust our recruitment processes where we can to support people who wish to join us. If we can support you with your application at all please contact us at people@tenovuscancercare.org.uk.

If you are looking for your next career opportunity, we'd love to hear from you.

