

Candidate pack September 2026

Digital Communications Officer



A welcome from our CEO

Thank you for your interest in the British Science Association (BSA).

Never before has there been a greater need for science to be accessible to all. We therefore aim to transform people's relationship with science and improve the diversity of science, to ensure that it represents – and can benefit – all of society.

We are a national charity, with 35 staff based mostly in London. We are a thriving organisation and in good financial health. Our rich heritage, combined with our modern, ambitious approach,

enables us to have extensive reach and influence amongst a range of audiences.

We are also ambitious about creating a diverse workforce and building an inclusive workplace that values all people.

We hope to hear from you soon.

Best wishes,

Hannah

Hannah Russell

CEO, British Science Association



Our purpose

Science is more than a body of research, people working in a lab or even the wider industry that surrounds that.

It's also a way of asking questions, making decisions, and understanding the world. Science is a tool that everyone in the UK can, and should be able to, use. In fact, for us to grow as a society, it's essential that they do.

Our vision is to create a future where science is more relevant, more representative, and more connected to society.

In that future, everyone has the potential to contribute, whether it's through the ideas they engage with, the jobs they do or the lifestyles they lead.

In that future, scientists understand and include different perspectives, help more communities, and make even more breakthroughs.

In that future, society shapes science. And society is all the stronger for it.





Our mission

The British Science Association believes that all of society should be included in science.

We bring people and science together in ways that will have a lasting, positive impact on communities, research, and society.

We improve young peoples' experiences of science in their education.

We work with community groups and grassroots organisations to give them opportunities to be involved in science.

We showcase the amazing work of researchers and academics through our events and activities.

We advocate for a more inclusive science community.

Our commitment to Equality, Diversity and Inclusion (EDI)

For the British Science Association's vision to come to fruition, we need to make science relevant and welcoming for everyone. That's why equality, diversity and inclusion (EDI) is central to our strategy and activities.

Our target audiences are people who say they don't have an active relationship with science or say "science is not for me" - and who are underrepresented in science. This includes people from minoritised ethnic backgrounds, people in faith/religious communities, disabled people, women and non-binary people, and many others.

We work directly with our target audiences and with a wide range of partners, networks and influencers to improve the diversity and inclusion of the BSA and the wider UK science/research sector.



Our goals

Our three-year goals for 2024-27 put our audiences at the heart of the work we do – we will be led by their needs first.

1. **Transform science education for all young people.**
2. **Put communities at the heart of research and innovation.**
3. **Give the public a voice on science decisions.**
4. **Drive towards a more representative science community.**
5. **Champion the role of science festivals.**

You can [read more about our goals on our website.](#)



Join our team

The British Science Association is an equal opportunities employer and a champion of equality, diversity and inclusion.

We are committed to the fair and equal treatment of potential and existing employees in line with legislation including the Equality Act (2010) and the Rehabilitation of Offenders Act (1974).

We recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD and other forms of neurocognitive variation. We also seek to actively support employees' wellbeing and mental health. We have colleagues trained as mental health first aiders. We also offer a reasonable adjustments passport.

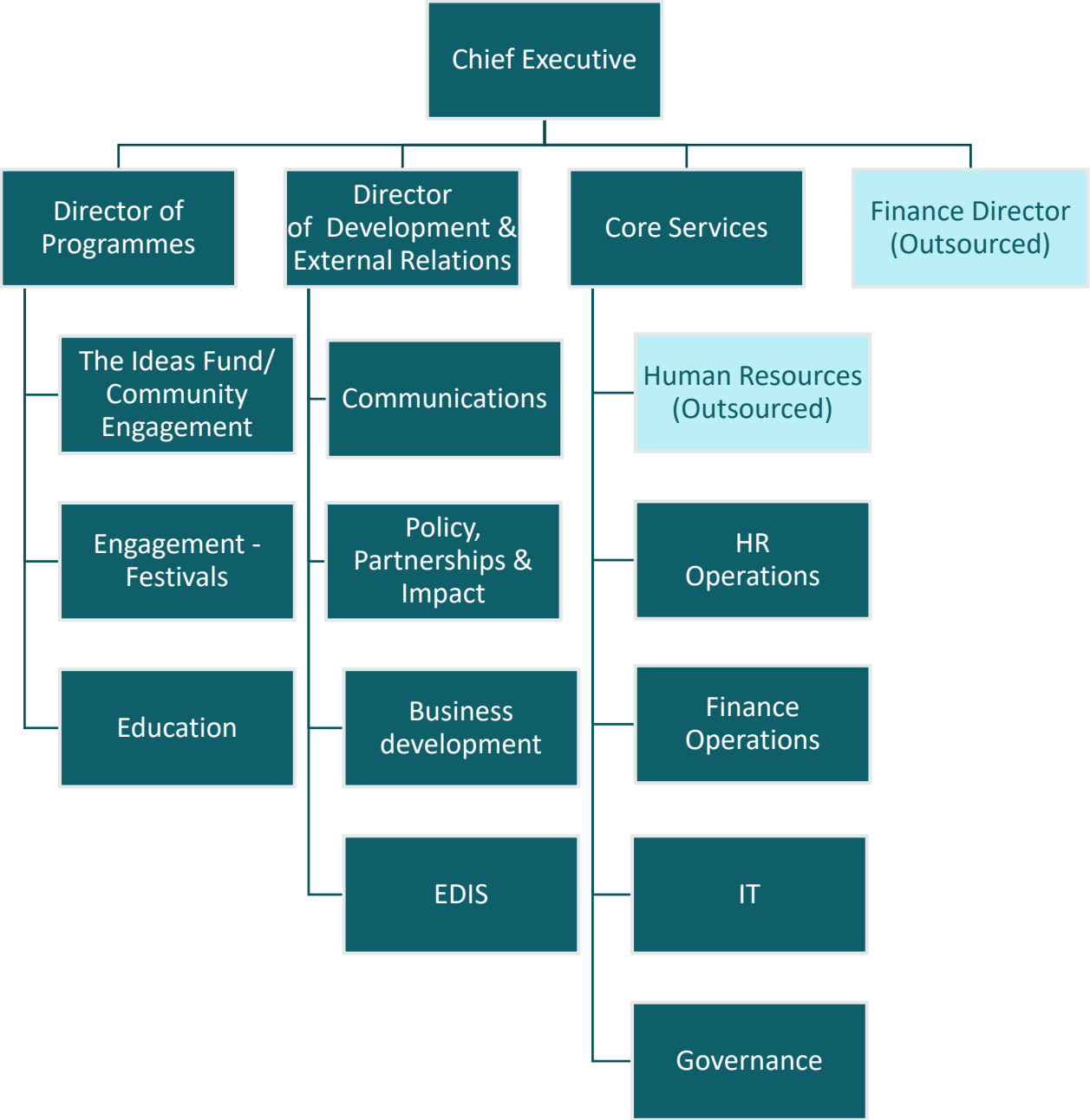
We aim to recruit the person most suited to the job and welcome applications from candidates in different sectors, and from people who've gained their skills outside formal employment.

We would particularly welcome applications from people and communities who are currently underrepresented in our staff team, which includes people from minority ethnic groups, disabled people and men.

You do not need to be a scientist to work for the BSA!



BSA organogram



About the role

Job title	Digital Communications Officer
Reporting to	PR and Communications Manager
Responsible for	N/A
Based	Our Head Office is based in London, but we have an agile working policy enabling people to work at another UK location up to 4 days/week. Occasional travel within the UK and out of hours work is required (eg. for the annual British Science Festival).
Terms	Full-time (35 hours per week), permanent
Salary	£34,572 - £36,506

Role overview

The Digital Communications Officer will be responsible for delivering communications activity for several British Science Association programmes and campaigns, including the British Science Festival, Smashing Stereotypes, and Equality, Diversity and Inclusion in Science and Health (EDIS).

You will create engaging written, short-form video and graphic design content for our websites, newsletters, and social media channels.

You will work closely with the PR and Communications Manager and wider Communications Team on the British Science Association's mix of established and evolving programmes and national campaigns.

Key responsibilities

- Produce the British Science Association's Smashing Stereotypes campaign by developing an engaging multimedia communications plan, and liaising with external suppliers, freelancers, and partners;
- Work with the PR and Communications Manager to develop content for the British Science Association's main social media channels, including TikTok, LinkedIn, BlueSky and Instagram; focusing on the development, filming and editing of short-form video content; monitor and respond appropriately to online comments and enquiries, including escalating as relevant;
- Design on-brand infographics or visual assets for digital channels for occasional projects not outsourced to contractors;
- Plan, deliver, and optimise paid advertising campaigns across social media platforms for key campaigns;
- Oversee the content of the British Science Association website and work with its developers to ensure the website meets the needs of the organisation, and content is engaging, accurate, inclusive and accessible, and optimised for SEO;
- Produce high quality, engaging, inclusive and accessible copy and content for various formats, including newsletters, news stories, blog posts, social media posts and internal communications to suit the intended audiences of the relevant programme, campaign or project;
- Produce analysis and reports on any relevant campaigns and outputs, as well as review the performance of the British Science Association website;
- Contribute to the British Science Festival marketing and communications campaign, including producing social media assets and engaging video and written content before and during the Festival, supporting the Festival team and Head of Marketing and Communications with ticketing reports and analytics, and supporting the PR and Communications Manager with press and media where required;

- Support Communications team colleagues to proofread and edit copy produced by other colleagues, ensuring it meets the British Science Association’s house style requirements and reflects the relevant programme’s brand, core messaging and tone of voice;
- Support the wider Communications team as needed;
- Perform any other tasks as reasonably required by the line manager.

About you

Below is a summary of essential and desirable criteria needed for this role, as well as how we will assess a candidate’s suitability.

Essential Criteria

Essential criteria	CV	Cover Letter	Interview	Task
Excellent written and verbal communication skills	Y	Y	Y	Y
Experience of producing engaging written copy for different audiences and various formats/platforms; can demonstrate ability to turn complex information into clear, accurate and accessible content	Y	Y	Y	Y
Experience of using social media platforms in a professional context; including creating, delivering and evaluating organic and budgeted social media campaign plans across multiple platforms	Y		Y	
Experience and knowledge of producing engaging video content and digital assets for a variety of platforms, using Canva, Clipchamp or equivalent apps	Y	Y	Y	
Experience of evaluating success, which could include producing reports, data analysis or use of analytics platforms, and using this data to adapt and improve future projects	Y	Y	Y	
Experience of working on communications campaigns as part of a PR, marketing or communications team	Y	Y	Y	

Essential criteria	CV	Cover Letter	Interview	Task
Experience of working on multiple projects at once, as well as able to demonstrate how to prioritise workload effectively	Y	Y	Y	Y
Excellent and adaptable digital skills and an awareness of current trends, issues, and technologies in the platforms, channels and methods used to deliver communications campaigns	Y	Y		
Excellent attention to detail, including the ability to proofread and edit copy efficiently	Y	Y		Y
Experience of generating creative ideas for delivering messages to different audiences	Y		Y	
Experience using Content Management Systems	Y			

Desirable criteria

We don’t expect applicants to have all of the following criteria, but having one or more of the following would be really helpful in the role

Desirable criteria	CV	Cover Letter	Interview	Task
Awareness / experience of the ways that equity, diversity and inclusion need to be considered when delivering campaigns and other communications outputs;		Y		
An interest in future developments or innovative tactics in the communications sector.		Y		

Employee benefits

- Agile Working policy enabling you to work at home or in another UK location up to 4 days per week, if office-based, and to vary your working hours outside our 10am-12pm and 2pm-4pm core hours, subject to the needs of the BSA;
- 27 days holiday per annum plus bank holidays (pro-rata for part-time employees);
- Up to two days paid leave per year for significant voluntary commitments in support of professional and personal development, such as being a trustee of a charity or a school governor;
- Auto-enrolment pension scheme after 3 months (4% paid by employer);
- Up to five days' unpaid leave per year (this is down to the Manager's decision and ensuring it does not affect work);
- Life assurance for death in service benefit from your first day, (subject to scheme rules). Complimentary access to 24/7 online GP service;
- Occupational sick pay: up to six weeks' full pay per year (pro-rata for part-time employees);
- Confidential telephone counselling service, offered by our legal insurance;
- Interest-free loan for season ticket, bike to work, and assisted study;
- Discounts may be offered on Science Museum tickets and in the shop.

How to apply

Please send a CV and covering letter (each of no more than two A4 pages) that summarises your interest in the role and details your ability to match the criteria.

Applications should be made via this link:

<https://recruit.smb.co.uk/vacancy.aspx?id=rycVSxkAZEfMHNh8>

The closing date for applications is 15 October 2026. We reserve the right to close early based on application levels.

Interviews are due to take place on 18 November 2026.

You will be informed as soon as possible after the application deadline whether you have been selected for interview.

As part of the British Science Association's commitment to being a Disability Confident employer, all disabled* applicants who meet the 'essential criteria' for this vacancy will be offered an interview under our guaranteed interview scheme.

If you wish to apply under the guaranteed interview scheme, you will be asked to indicate this when you submit your application by selecting 'yes' in the relevant box when asked during the application process. Applicants do not need to state any further information or declare their disability at the application stage.

Whether you are applying under the scheme or not, if you are successful in being shortlisted, we will ask candidates with disabilities or long-term health conditions to let us know if they need any adjustments during the recruitment process.

If you have further questions or would like this information in a different format, please contact:

recruitment@britishscienceassociation.org

Terms & conditions

While we try to ensure that everyone finishes work on time, and can vary their working hours in line with our agile working policy, from time to time the job entails working extended hours and occasional weekends, for which no overtime payments are made. The BSA operates a time off in lieu policy for weekend working and some other out-of-hours instances.

Only applicants who have a legal right to work within the UK will be considered. You will be asked to bring along proof of nationality and/or proof of ability to work in the UK.

You will also be asked to declare any previous convictions in line with your rights under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975.

This is a description of the job as it is presently constituted. It is the practice of the Association to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.

A copy of our Privacy Notice is available on the [vacancies page](#) of our website.

*The Disability Confident scheme's definition of disability is in line with the Equality Act 2010: "a physical or mental condition which has a long-term and substantial effect on your daily life".

Further information about our Disability Confident commitments can be found on the [Disability Confident](#) page of our website.





BRITISH
SCIENCE
ASSOCIATION

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