

## Role Profile

Details	
Job Title:	<b>Internal Communications Assistant</b>
Job Grade:	<b>Assistant</b>
Reports to:	<b>Internal Communication Manager</b>
Based in:	<b>Harrogate</b>
Hours:	<b>Full time, 37 hours</b>
Overall purpose	
<p>Yorkshire Cancer Research exists to serve the people of Yorkshire by funding research and delivering services to help prevent, diagnose, and treat cancer.</p> <p>The Internal Communications Assistant plays a vital role in supporting the charity's internal communications function, working closely with the Internal Communications Manager and the wider communications team to engage employees with the work of the charity, the impact it has on Yorkshire and beyond.</p> <p>The role supports the delivery of internal communication strategies, content generation, and employee engagement initiatives that foster collaboration, inclusivity, and align with the charity's values.</p>	
Key responsibilities	
<p><b>Internal Communication</b></p> <ul style="list-style-type: none"> <li>• Help keep the charity's intranet up to date, making sure it always contains the most up-to-date charity news, information and resources.</li> <li>• Write and proof-read articles and other messages for use internally.</li> <li>• Help curate and keep internal engagement calendars up to date.</li> <li>• Support with the organisation and delivery of internal communication campaigns and events.</li> <li>• Provide logistical and administrative support for communication activities and meetings.</li> </ul> <p><b>Content Creation &amp; Collaboration</b></p> <ul style="list-style-type: none"> <li>• Assist in creating engaging content for internal newsletters, employee briefings, and digital channels (e.g. Intranet and Teams).</li> <li>• Collaborate with colleagues across departments to gather stories and updates.</li> </ul>	

- Ensure all content reflects the charity's tone of voice, key messages and brand guidelines.
- Develop strong relationships with the key stakeholders and colleagues across the charity, including the charity's volunteers.

### **Monitoring, Evaluation and Reporting**

- Track and report on internal communication activities and engagement.
- Support the evaluation of communication effectiveness to drive continuous improvement.
- Maintain organised records of communication assets and case studies.

### **Brand Ambassador**

- Represent the charity when communicating with employees, volunteers, and the public, acting as a brand ambassador and upholding the charity's values.
- Help ensure communications developed by the team reinforce the charity's values and convey the charity's key messages.

### **Other Duties**

- Support and undertake target audience research to support communication activity.
- Attend communication meetings and keep a record of agreed actions.
- Undertake other duties relevant to the purpose of the role as requested by line managers.

### **Governance and Compliance**

- Ensure activities adhere to charity processes. E.g. raising purchase orders, processing invoices etc.
- Ensure any photographs used have appropriate consent and uphold the charity's GDPR policy.
- Ensure interactions are appropriately recorded on the charity's CRM system.

### **Qualifications**

- Proven experience working in a communication role.
- Evidence of continued professional development relevant to the role.
- Knowledge and / or qualification in a vocational or communications field (degree not essential).
- A relevant, recognised communication qualification is preferred but not essential.

## Knowledge and experience

- High computer literacy with comprehensive knowledge of Microsoft Office applications, especially SharePoint, Word, Excel and Outlook.
- Up to date with the requirements of GDPR and confident in adhering to these requirements.
- An understanding of the charity sector and its particular priorities and challenges.
- Experience in simplifying complex content for multiple audiences.

## Skills and abilities

- Excellent communication skills, both verbal and written, with an ability to use active listening skills and write professionally for different audiences.
- Has a good grasp of grammar, spelling, and the spoken word, or is confident in using digital tools to assist with this.
- Strong organisational skills and ability to perform work to an extremely high level of accuracy and professionalism, paying close attention to detail.
- Ability to present data and information in a way that is meaningful to others.
- Happy to work independently and ask for support where this is needed but also work with, and support, colleagues to work towards a common goal.
- Ability to effectively prioritise workload to ensure the successful delivery of the role.
- Confident with Microsoft SharePoint, Teams, and associated apps.
- A collaborative team player who shows flexibility and an eagerness for new challenges.
- Strong stakeholder management and relationship-building skills.
- Comfortable sharing ideas, insights and learnings with colleagues to help the charity continually learn and improve.

## Other requirements

- Ability to travel across the Yorkshire region
- A willingness to complete our pre-employment checks (to be undertaken once the role is offered and accepted) which include:
  - A check on your employment history by seeking two references
  - A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006
  - A DBS check at the level relevant to your role.

## DBS Check Level

- This role requires a DBS check at basic level.

## Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).
- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Employees must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help

and support them to stop completely or temporarily abstain from smoking during their working hours.

# Our Values & Behaviours

## Our Values



## Our Behaviours

	Behaviours
<b>Here for Yorkshire</b>	<p><b>The needs of people in Yorkshire come first</b></p> <p>Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act.</p> <p><b>People are the heart of everything we do</b></p> <p>When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.</p>
<b>United by the Cause</b>	<b>United by the need <i>to Give Yorkshire More Life to Live</i></b>

	<p>We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals.</p> <p><b>We collaborate with each other and other organisations</b></p> <p>We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.</p>
<b>Think Big and Bold</b>	<p><b>We deliver world-leading research and services</b></p> <p>We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation.</p> <p><b>We dare to think differently to Give Yorkshire More Life To Live</b></p> <p>We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals.</p> <p>Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.</p>
<b>Making it Happen</b>	<p><b>We create and build solutions</b></p> <p>We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision.</p> <p><b>We approach our work with positivity, energy and drive</b></p> <p>We see every challenge as an opportunity to provide a solution.</p> <p>When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>.</p> <p>We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.</p>

## **YORKSHIRE CANCER RESEARCH**

### **Job Applicant Privacy Notice**

#### **Data controller: Yorkshire Cancer Research (the Charity)**

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the Charity collect?**

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

#### **Why does the Charity process personal data?**

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

### **How we use AI in the recruitment process**

We use AI based tools to assist with parts of the recruitment process. The tool may:

- Review applications for matches to essential and desirable criteria
- Analyse key words, skills, qualifications or experience
- Rank or score applications
- Identify where candidates indicate they do not meet essential requirements (e.g., answering 'No' to mandatory questions) and flag such applications for filtering

If the role requires specific mandatory skills or qualifications, the AI tool may:

- Automatically flag or filter candidates who have indicated they do not meet those essential requirements
- Present filtered applications separately for review
- Recommend that such applications do not proceed

A human decision maker will remain involved at all stages of the recruitment process. We do not make final recruitment decisions based solely on AI and the recruitment team examine all AI recommendations before any application is progressed or rejected.

We use AI tools to:

- Increase consistency and fairness in screening
- Manage high volumes of applications efficiently
- Help identify applicants who meet the essential criteria for the role
- Reduce human error and unconscious bias
- Support (but not replace) human decision making

To ensure fairness and protect your rights, we apply the following safeguards to any AI assisted decisions:

- AI outputs are always reviewed by human decision makers
- All candidates may request human intervention or contest AI influenced decisions
- We regularly assess AI tools for accuracy and bias
- We maintain transparency regarding what the tools do and don't do.
- Essential criteria used for filtering are clearly set out in the job description or application form



## **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT employees if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

## **How does the Charity protect data?**

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

## **For how long does the Charity keep data?**

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

## **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- Request human intervention in AI supported decisions;
- Contest an AI assisted decision;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin ([joanne.mornin@ycr.org.uk](mailto:joanne.mornin@ycr.org.uk))

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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