



Job Advertisement

Position: Junior PR and Communications Officer

Company: X-Lab Ltd, Josephs Well, Leeds, LS3 1AB, <https://www.x-labsystems.co.uk/>

Starting Date: 12th August 2019

Hours: 4-week Summer Internship followed by 7.5 hours per week.

Reporting to: Account Manager

X-Lab is currently offering an exciting role, exclusively for students in Leeds, for a Junior PR and Communications Officer to join their growing team. This is a great opportunity to join a fast-growing health tech business for someone who wants to progress in their career and learn from industry experts. The successful candidate will be responsible for helping our company maintain its strong reputation in health technology in the UK NHS and internationally.

About X-Lab

X-Lab Ltd are based in Leeds and are changing healthcare with intelligent software solutions. Formed in 2006 by staff and students from the University of Leeds, our company has built a national reputation for successfully delivering ground breaking digital health within the UK NHS, the private sector and on an international scale. Our innovations focus on designing digital solutions that transform healthcare through challenging the way its providers think and work.

The drive to build digital technologies that will transform healthcare runs through the heart of X-Lab's company ethos. While many of our staff join us from the University of Leeds, our multi-disciplinary team have varying professional and academic backgrounds and share a common passion for improving healthcare through the development of more efficient, safe and cost-effective solutions.

At X-Lab, our team are our most important asset and the success of our solutions arises from the passion, determination and skill-sharing of our diverse staff. X-Lab looks for enthusiastic, self-motivated and organised candidates to fill our roles. Regardless of what position you are applying for, our team is made up of keen problem-solvers who are willing to learn new skills and push their limits. Communication is key between individuals and areas of the company to ensure that our solutions are progressing to their highest potential, our customers are looked after and that our team are happy.

Our office environment cultivates a strong sense of team-work and, in return, we want members of the X-Lab team to hold a strong sense of accountability to their colleagues, customers and the company. X-Lab has a relaxed office environment and productive atmosphere. From table-football tournaments to regular socials, we offer a stress-free setting for making our important work a reality.

About the Role

We are looking for a driven, motivated and enthusiastic individual who can work independently as well as part of a team. As the PR and Communications Officer, you will support the Business Development Team, specifically working with the Business Development Coordinator and Designer.

You will be responsible for:

- Social media communications via our online forum, Twitter and LinkedIn.
- Writing creatively about what we do to produce weekly news articles and press releases.

- Interviewing clients to gather quotes and user stories for news releases and case studies.
- Transcribing interviews.
- Proof reading outputs to produce accurate and high-quality work.
- Assist in creating marketing materials for brochures, roadshows and our annual user group.

About you

You will have the following education, skills and qualifications:

- Studying a relevant degree. For example: English, Communications and Media, Journalism.
- Strong communication skills including excellent written English (A Level Grade A or A*).
- Be professional, hardworking and keen to learn.
- Be able to appreciate our customers, spot stories and generate interest.

And these are desirable:

- Previous work experience writing news articles and press releases.
- Familiarity with creating social media content.

Work Hours

- Summer Internship: 37.5 hours per week for 4 weeks starting 12th August 2019.
- Term Time (subject to satisfactory performance): 7.5 hours per week (scheduled flexibly to avoid timetabling clashes etc).

How to apply

If you are interested, look at our website at www.x-labsystems.co.uk to learn more about us and then, if that all looks good, email your CV with a covering letter to careers@x-labsystems.co.uk by 21st June 2019.