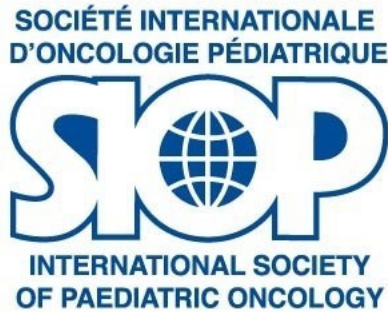




Communications and Marketing Manager (Home-Based) Consultancy Description

Home-based / Remote position, Full time

Tentative Start Date: August - September 2026

Initial Contract: 12 months, with strong possibility for extension depending on performance**

About SIOP

Established in 1969, the [International Society for Paediatric Oncology \(SIOP\)](#) is the only global multidisciplinary society entirely devoted to paediatric and adolescent cancers. With a steadily growing membership, SIOP currently unites over 4,000 healthcare professionals and researchers working with paediatric patients worldwide. The community shares a strong common purpose: to increase survival rates, to improve quality of survival and to ensure care for all. Among other initiatives, the Society runs an [Annual Congress](#) on paediatric oncology, attended by ~3,000 delegates from 134 countries globally.

Role

As SIOP's activities continue to expand, the Society is seeking a dedicated Communications and Marketing Manager to support the Secretariat, Board of Directors, and leaders of Continental Branches, Committees, Networks, and Working Groups in delivering clear, consistent, and impactful communications.

The role works closely with the CEO, senior leadership, and wider team to ensure that all communications and marketing activity is strategically aligned, coherent across the organisation, and effectively delivered in support of SIOP's mission and objectives.

Advocacy is central to SIOP's work and is embedded across all communications. The role will collaborate closely with the Director of Policy Affairs and the Advocacy Committee to develop campaigns and strengthen the Society's global reach, visibility, and impact.

SIOP is currently transitioning to a new AI-enabled membership and communications platform, integrated with a redesigned website. This system will enable more personalised and data-driven communication, including targeted and automated email engagement. The successful candidate will be enthusiastic about working with new digital tools and supporting this transformation.

There is no expectation for past work experience or knowledge of childhood cancer. Past experience working on communications/marketing with international associations, especially medical associations, is a plus.

Responsibilities

1. Communications

- Align communications opportunities with organisational priorities to amplify SIOP's vision, mission and Strategic Plan 2026-2030
- Ensure consistency of messaging, priorities, and branding across all communications and marketing channels
- Lead on press releases and official statements to mark key events or communicate SIOP's position on childhood cancer issues and emerging global developments
- Oversee the production, design, and coordination of SIOP publications, including the SIOP Weekly Bulletin

2. Social Media & Campaigns

- Develop and manage the annual social media plan across Facebook, X, YouTube, Instagram, LinkedIn and WhatsApp Announcement Channel
- Lead on digital advocacy campaigns in collaboration with internal stakeholders
- Grow SIOP's social media presence and member engagement through insight-led, data-driven approaches and performance analysis

3. Marketing

- Support the annual SIOP membership recruitment and engagement campaign in collaboration with the Chief Programs Officer
- Maintain and evolve SIOP's visual identity guidelines in line with brand standards
- Work closely with the Fundraising Manager to support partner engagement through key communications materials, including the quarterly newsletter and donor packs

4. Website Management

- Develop and implement website content strategy in alignment with organisational priorities
- Oversee regular updates and maintenance of website content, working with internal content owners
- Support the migration and development of a new website, including content structure and optimisation
- Ensure timely publication of news, updates, and opportunities

5. Community Engagement

- Work with external suppliers and the SIOP Secretariat to implement and roll out new community/membership engagement software
- Support the transition of content and data into the new platform, ensuring accuracy, usability, and continuity of engagement

Key Skills and Attributes

- Willingness to work as an independent freelancer under a consultancy agreement***
- Strong service orientation, with the ability to communicate effectively with members, network leaders, and external partners
- Highly organised and detail-oriented, with the ability to prioritise tasks and manage multiple deadlines effectively
- Strong collaboration skills and a team-oriented approach, with experience working across diverse, multidisciplinary, and remote teams
- Excellent written and verbal communication skills in English; proficiency in an additional language is an advantage
- Willingness and ability to undertake international travel (approximately two trips per year); all travel expenses will be reimbursed by the Society
- Access to reliable internet and a personal computer to carry out remote working requirements
- Proactive mindset with a focus on improving processes and ways of working, including openness to using AI and digital tools to enhance efficiency and innovation
- Based in a European time zone (GMT, CET, EET or similar) is strongly preferred to facilitate collaboration with the wider team

Desirable Systems Knowledge

- Social media scheduling and management tools (e.g. Loomly or similar platforms)
- Design tools such as Canva
- Email marketing platforms (e.g. Mailchimp or equivalent)
- Website Content Management Systems (CMS) – WordPress or similar
- Web analytics tools (e.g. Google Analytics)
- Survey tools (e.g. SurveyMonkey)
- Microsoft Office Suite (Excel, PowerPoint, Outlook)
- Familiarity with major social media platforms (Facebook, X/Twitter, LinkedIn, Instagram, WhatsApp)
- Experience using AI tools (e.g. Claude or similar) to support content creation, productivity, and communications/marketing workflows

Education & Experience

- Bachelor's degree in Social Sciences (required); Master's degree preferred
- Minimum of 5 years' experience in communications and marketing, preferably within a non-profit or advocacy-driven organisation
- Excellent written and spoken English (equivalent to native or near-native proficiency required); proficiency in an additional language is an advantage
- Willingness to engage in ongoing professional development and learn new software

Application Process

Submit your CV and cover letter, including desired consultancy fee, [online here](#) by July 15, 2026 with the subject line "Communications and Marketing Manager Application." Applications via "LinkedIn Apply" or those with incomplete information will not be considered.

Shortlisted candidates will be invited to take a short test prior to a Zoom Video interview.

*SIOP may have some flexibility on the start date to accommodate the best candidate.

**Extension of the contract is subject to strong performance and the needs of the Society.

***SIOP will offer a consultancy contract to the successful candidate. Apart from the monthly consultancy fee paid to the consultant via a bank transfer, the consultant will not receive any other payments and is expected to handle all applicable taxes, pension contributions, insurance etc by himself or herself. Please apply only if you are willing to accept a consultancy contract.

****The Consultant will be reimbursed for any travel costs for business trips.
