



## Vacancy: Generalist

Start Date: Immediate

Contract: Fixed term/Permanent

Salary: £25,000 per annum (pro-rata)

Hours: 2-3 days a week

### About BfB Labs

BFB Labs creates products and services for better health and wellbeing. We are currently focused on empowering young people to improve their mental health with engaging and effective digital solutions. We use an evidence-led, user-centred approach. That's a fancy way of saying we spend time getting to know a social issue really well and building empathy and understanding for the people we hope to reach. We've been lucky enough to work with the Wellcome Trust, ViiV Healthcare (GSK) and the NHS.

Our previous game is Champions of the Shengha, a real-time card battling game that helps young people regulate their emotions through biofeedback, clinically proven through an RCT.

Now, we are creating a game to support young people with low to medium anxiety.

This is a very exciting time for BFB Labs as the company is starting to grow.

### The role

The Generalist role is a 6 month fixed term contract to support all the project teams within BFB Labs across research, data, evaluation, user-centered design, communications and marketing activities.

The role will be varied and busy and the Generalist needs to be willing to 'jump in' and respond to changing needs as the project progresses, under the guidance of other team members.

We are growing so there's a possibility that this role will evolve too.

### Roles and Responsibilities

#### Coordination

- Manage and maintenance of the project's workflow
- Coordinate project administration including meetings notes, funder reporting
- Develop and manage partner relationships and network
- Coordinating and support delivery for workshops, co-creation events and conferences

## **Communications**

- Assist with strategic communications planning for the project
- Manage and maintain project blog and social media channels, including developing content and scheduling posts with team input
- Reaching out to potential new partners and contacts for the project

## **Research**

- Ongoing user research, including interviewing potential users for the product; and facilitating user testing
- Occasional desk research - for example into components of CBT, anxiety and gaming mechanics

## **Innovation, prototyping and testing**

- Inputting to the design process and co-creation
- Helping to create and test prototypes

## **Essential Skills & Experience**

- Minimum of 1 year relevant work or volunteer experience
- A flexible, can-do attitude and enthusiasm for the project
- Ability to work well within a team, in a generalist role
- Experience in efficiently coordinating projects
- Confidence in engaging with the potential users and partners
- Excellent verbal and written communication skills
- Experience of creating and managing communications content
- Competency with Google Drive

## **Desirable Skills & Experience**

- Experience of working with young people
- Web design and development

## **Sounds interesting?**

Please get in touch asap to [manjul.rathee@bfb-labs.com](mailto:manjul.rathee@bfb-labs.com) with details of your work history, suitability for the role and availability.