**Role: Communications Officer**

**Salary:** **£39,320 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type:** Full Time, Permanent

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter to Leanne Timon at ltimon@rcoa.ac.uk by **Wednesday 07 May 2025.**

Please note that the close date could be subject to change depending on the success of the recruitment process.

**About You**

You’re an experienced and proactive communications professional who’s enthusiastic about promoting the work of the College and the specialty of anaesthesia. You will have a creative mindset and bring expertise to a small, dynamic communications team.

You’ll take the lead on the day-to-day management of the College’s main social media channels, ensuring our voice is clear, consistent and aligned with our values. You’ll also plan and deliver impactful communications and marketing campaigns that support the College’s strategic goals, working closely with colleagues from across the organisation – including clinical experts – as well as with external partners.

You’ll be part of our Membership, Media and Development Directorate, which drives the College’s work on member engagement, marketing and communications, education, and events. Your contribution will help shape how we connect with our audiences and highlight the vital work of our members.

**About the Role**

Key tasks and responsibilities include (but are not limited to):

* Maintain the College’s main social media accounts (X, Facebook, Instagram, LinkedIn). This includes planning and producing content, interacting with RCoA online communities and monitoring and evaluating engagement.
* Act as an internal champion for social media, providing advice and support to colleagues and contributing to the review and development of our social media policy and guidelines.
* Manage the RCoA blog schedule to ensure it reflects current RCoA projects and key messages. This includes identifying and briefing relevant opportunities and authors, editing content and ensuring the timely publication and sharing of content.
* Lead on the production, content and messaging for the monthly President’s email Newsletter, working with colleagues across the College to ensure all stories are timely and accurate. Assist with the production of other College email newsletters.

We are ideally looking for someone with the following experience, knowledge, and skills:

* Experience of planning and producing social media content on different platforms
* Experience of using social media software and content tools, for example Canva, Hootsuite and Meta business tools
* Experience of translating complex/technical information into clear and succinct messages for different audiences
* Experience of writing email newsletters and website copy
* Experience of working within a fast-paced communications environment
* Excellent written communication skills, with the ability to write, edit, proofread and optimise engaging content for different audiences and platforms
* Excellent attention to detail, project management and organisational skills
* Strong interpersonal skills, with the ability to build productive working relationships quickly, including with senior stakeholders

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: ltimon@rcoa.ac.uk

Applicants must reside and have the right to work in the UK. No agencies please.