**Role: Media and Communications Officer**

**Salary: £ 40,500 p.a.**

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

**Contract Type:** Full – Time, Fixed Term – 13 Months

**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 **Friday 26 September 2025.**

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

**About You**

You are a skilled communications professional with a strong track record of translating complex and technical information into clear, compelling messages tailored to target audiences. With hands-on experience in both proactive and reactive media relations, you are confident working with journalists, senior spokespeople and media outlets to secure impactful coverage, ideally in the healthcare sector.

Your writing portfolio includes media releases, opinion pieces, and news articles. You are confident in delivering communications plans to promote products and services, such as publications, research and events. You can manage competing priorities, meet tight deadlines, and maintain high standards of accuracy and quality.

You bring excellent written communication skills, with the ability to write, edit, proofread, and optimise content across platforms. Your strong interpersonal skills enable you to build effective relationships quickly, including with senior stakeholders.

**About the Role**

To provide media relations and communications support to promote the College, its work and the specialty of anaesthesia.

Working within a small communications team, the Media and Communications Officer plays a lead role in identifying and responding to media opportunities. This role also plans and implements communications activity to support the College’s strategic aims and embed our values.

Your duties include, but are not limited to:

* Draft and edit compelling written materials, including media releases, statements, opinion and comment pieces, letters to editors and lines against enquiry, aligned with College strategic aims
* Manage day-to-day proactive and reactive media relations, building and maintaining good relationships with journalists
* Work with the Interim Head of Communications and Marketing and Communications to develop communications plans / campaigns to support promotion of, and engagement with, College products and outputs, such as publications, research and events. This will include identifying different audiences and the most appropriate channels for reaching them and distilling key messages.
* Plan, source and write engaging content for a range of channels to promote the College’s work, engage our members and communicate key messages. This will include producing content for websites, email newsletters, social media platforms, speaker notes, publications and video.
* Work proactively with the Communications Officer to ensure all College communications are aligned.
* Support the Communications Officer with general communications and social media, as necessary.

**The Package**

This is a full-time and fixed term (13 months) position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* One additional paid day of leave for each employee for the purpose of celebrating their birthday.
* 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.