Dear Applicant,

RE: Editorial and Content Officer (part-time role, 0.6)

Thank you for your interest in working for the Royal College of Pathologists.

Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. Most tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is a fantastic opportunity to join a Royal Medical College whose members are at the forefront of tackling the COVID-19 pandemic and furthering high standards of patient care and safety.

The Editorial and Content Officer will support the development of College content for the website, social media and print, working across projects and teams to ensure consistency and integration of content, voice and style.

You will have experience of proofreading for print and digital to a high standard, as well as using Microsoft Office and Adobe Creative Cloud, including InDesign and Illustrator. You will also have experience of using content management systems to upload and create content, as well as providing editorial and technical support.

You will be experienced in writing and scheduling user-focused content for social media channels and websites. You are able to prioritise effectively and deliver across a variety of projects running simultaneously, with a positive attitude and solution-focused approach.

As a member of the Communications Directorate, you will be contributing directly to the College’s aims of boosting member engagement, raising awareness of the role of pathology in healthcare and clinical science, and inspiring future pathologists.

This is a part-time role working 21 hours a week.

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org. The deadline for applications is 9am Monday 28 February 2022.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: RCPath Diversity Monitoring Questionnaire.

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Stacy Baxter
Editorial & Digital Manager (Publishing and Digital)
Editorial and Content Officer

Job description

Reporting to: Editorial and Digital Manager
Working hours: Part time, 21 hours per week
Location: The Royal College of Pathologists, 6 Alie Street, London E1 8QT

Introduction

The Royal College of Pathologists (RCPath) is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 12,000 members, all of whom are pathologists and scientists based in hospitals, universities and laboratories in the UK and overseas. The College’s main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

Directorate/team

The purpose of the Communications Directorate includes enhancing the reputation of the College and promoting pathology and the College to targeted audiences. The Directorate is responsible for communicating with and supporting College members through the Bulletin, e-newsletters, website and guidance documents.

This is achieved through working with the media, providing a fast and professional point of contact for all media enquiries, public affairs (engagement with politicians, civil servants and other key stakeholders), website/social media and publishing (the quarterly Bulletin, Annual Report, best practice guidance and a range of pamphlets and briefing materials), and a planned programme of support for public engagement including National Pathology Week, and national science festivals.
Main purpose of the role

The Editorial and Content Officer (ECO) will support the day-to-day development of College content for the website, social media and print. As part of a small and busy team within the Communications Directorate, this role would suit someone who enjoys working across projects and teams to develop engaging content across all our channels, ensuring consistency and integration of content, voice and style.

Key duties

Content development

- Work with staff to design content to support key College projects, ensuring it reflects the College’s house style, tone of voice and visual identity.
- Develop, maintain and schedule content for the RCPath Facebook and Twitter accounts, including writing copy and creating content.
- Support colleagues to develop imagery and other content for use across the website, social media and print.
- Support colleagues to post content to the College’s social media platforms using a scheduling platform.
- Develop new content for the website and social media, such as member blogs and materials for the Awareness Days/Weeks supported by the College.
- Contribute to the delivery of social media strategies.
- Upload information and resources to the College website ensuring that sections the team is responsible for are kept up to date.
- Contribute to teams’ work and projects (e.g. social media and promotional work, branding, redesigning of documents, restructuring webpages and content).
Publishing

- Proofing and formatting key College documents, such as the annual report, clinical guidance, workforce reports, strategy documents and blogs.
- Provide support and guidance to staff to ensure products reflect house style, tone of voice and branding.
- Support the Editorial and Digital Manager in the production of the College’s membership magazine, the *Bulletin*. This includes planning and liaising with contributors, proofreading, and laying out articles.

General

- Promote the Royal College of Pathologists’ editorial standards and house style to staff across printed and digital media, ensuring a consistent tone of voice.
- Write, edit and proofread copy to a consistent tone of voice for the College’s publications and digital media.
- Work closely with the Editorial and Digital Manager, Senior Digital Officer, Press and Communications Manager and other College staff to plan content and provide editorial support.
- Deal with publication requests and queries.
- Provide support for staff and members who are having difficulties using the website’s Content Management System (CMS).
- Escalate website support issues to relevant internal staff, including the Digital Officer, Senior Digital Officer, IT and Database Support Officer.
- Provide administrative support to the Publishing & Digital Team, which includes organising meetings, taking action notes, creating bulk emails and updating Trello boards.
- Liaison with suppliers.
- Commitment to College values and behaviour and staff service standards.
- Keep abreast of relevant research and developments within own professional field.
- Undertake any other duties and responsibilities as requested, which are commensurate with this role.

Scope and accountability

**Planning:** The Editorial and Content Officer is responsible for planning and prioritising their own varied workload and competing tasks from within the Publishing & Digital Team and Communications Directorate to meet strict deadlines. They will coordinate the contributions of others (for example, members writing for the *Bulletin*).

**Decision making:** They will resolve standard problems personally, referring more complex problems to their line manager when necessary to ensure swift and satisfactory resolution.

The Editorial and Content Officer will use their subject knowledge to take some decisions, for example, regarding the look and tone of publications or advising staff on brand issues.

**Resources:** The post holder will maintain the Publishing & Digital Team’s information resources (including contacts database, filing systems, correspondence, Trello boards, and electronic and paper reports).
Key relationships

The Editorial and Content Officer will work closely with the Editorial and Digital Manager and Production Editor to agree publishing priorities and schedules. They will work closely with the Senior Digital Officer and Digital Officer to respond to member and staff queries regarding the website. They will work with members of the Communications Directorate and teams across the College to create and schedule social media and website content.

The post holder maintains a good working relationship with the Clinical Director of Publishing and Engagement to support production of the Bulletin and College guidance. They will work cooperatively with colleagues in all Directorates of the College, providing advice on College house style, tone of voice and branding. They will be expected to develop and maintain a working relationship with the President, Honorary Officers and College staff, including the Senior Management Team.
# Editorial and Content Officer

## Person specification

### Requirements

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<tr>
<td>Three ‘A’ levels (A−C grades) or equivalent</td>
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<td>Graduate (any undergraduate degree) or equivalent experience</td>
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<td>Experience of administrative work</td>
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<td>Experience of writing and designing user-focused content in line with house style</td>
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<td>Experience of proofreading, document formatting and editing documents for publication</td>
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<td>Experience of writing and scheduling content for social media channels</td>
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<td>Experience of promoting editorial standards and house style</td>
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<td>Experience of using content management systems</td>
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<td>Knowledge of membership bodies and related governance structures</td>
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<td>Experience providing a range of customer services within a professional, membership organisation, or similar environment</td>
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<td>A demonstrable interest in medicine, science or healthcare</td>
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### Skills / Abilities

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<tr>
<td>Excellent IT skills with emphasis on Microsoft Office (Word, Excel and Outlook) and Adobe Creative Cloud (InDesign and Illustrator)</td>
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<td>Excellent organisation skills with the ability to prioritise changing and conflicting priorities</td>
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<td>Accuracy and attention to detail</td>
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<td>Ability to write engaging, clear copy for a range of different audiences</td>
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<td>Ability to plan and deliver across a variety of projects running simultaneously</td>
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<td>Ability to use social media in a business context</td>
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<td>Ability to work collaboratively with and support colleagues across the College</td>
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### Personal qualities

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<tr>
<td>A flexible and positive approach to work</td>
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<td>Resilient and calm under pressure</td>
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<td>Ability to work with sensitive information and maintain confidentiality at all times</td>
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<td>Commitment to a customer-focused culture</td>
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<td>Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities</td>
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Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

Competitive Salary
The salary for this Grade 3 role and based on the part-time hours (0.6) is £19,298 per annum with competence-based pay progression and depending on experience.

Hours
Part-time working hours are 21 hours per week, Monday to Friday (excluding lunch hour).

Annual Leave
25 days per annum (pro-rata), plus bank holidays, increasing with length of service.

College Closure Days
The Trustee Board every July decides whether it will close the College between Christmas and New Year.

Employee Discount Scheme
The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.

Pensions
Employees will join the College pension scheme.

Interest-free season ticket loan
You may apply to the College for an interest-free loan to purchase an annual season ticket.

Cycle to work scheme
The College offers an interest free loan as part of our cycle to work scheme.

Employee Assistance programme
Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.

Learning and Development
The College offers learning and development opportunities for all members of staff.

Maternity Pay
Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.

Paternity Pay
Two weeks full pay.

Flexible Working
Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.
The College’s values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.

We achieve excellence by working together.
- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.

We support members to deliver the best patient care.
- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.

We aspire to provide the best quality services and lead innovation for pathology.
- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.