



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Digital Coordinator (Website Content)

Salary: £29,000– £32,000 per annum

Contract Type – Fixed term (12 months), full time (35 hours)

Location - We fully support flexible working, either from our offices in Holborn or from home (subject to role requirements). At least one day per week will be spent on-site to promote collaboration and interaction.

About us

The Royal College of Surgeons of England is the professional body for surgery. Our mission is to build the future of the surgical profession and improve the delivery of surgical care. We do this through education, training, examination, supporting surgical research and providing support and advice for surgeons at all stages of their careers.

About the role

The Royal College of Surgeons of England is looking for a proactive, collaborative individual with a passion for engaging website content and a sharp eye for detail to join our Marketing and Digital team. As a Digital Coordinator, you'll be at the heart of our digital operations—ensuring our website content is engaging, user-focused and reflects our brand.

As well as creating and advising on digital content and communications, supporting the day-to-day running of a busy website and managing responses to user enquiries, you will play a key role in our exciting programme of digital transformation including the redevelopment of our website.

The Digital Coordinator will work closely with colleagues in the immediate Marketing and Digital team as well as a range of teams within the College to provide training, website content support and champion best practice. They will effectively manage relationships with a range of members, stakeholders and suppliers.

Responsibilities

- Create and refine best-practice digital content that informs, engages, and inspires.
- Copy-edit website content submissions from colleagues and provide advice on digital formats
- Ensure consistency and compliance with style and brand guidelines
- Develop strong relationships with content editors, working collaboratively with them and planning ahead
- Build and manage web pages using our CMS, taking ownership of content workflows and championing smarter ways of working.
- Respond to user enquiries, troubleshoot website issues, and help ensure a smooth digital experience for all.
- Helping to suggest and develop improvements to our sites, in conjunction with our technical digital agency
- Supporting with user acceptance testing
- Using Google Analytics and other tools to measure success
- Train and inspire colleagues, sharing your expertise and promoting digital innovation across the organisation
- Working closely with the marketing team and contributing to effective digital marketing campaigns

About you

- Excellent writing and editing skills and meticulous attention to detail
- Good understanding of the importance of branding
- Excellent communication skills and customer service experience
- High digital literacy and ability to learn on the job
- Experienced in finding and applying practical insights from website performance analytics tools (Google Analytics, SEMRush etc..)

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme and other leave entitlements

- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you would like to apply, or if you have any questions about this, position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rcseng.ac.uk

Closing date: Monday 25 August 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.