



Royal College
of Surgeons
of England

ADVANCING SURGICAL CARE

Job Title: Marketing Assistant

Salary: £27,250 - £30,851

Contract Type – Fixed term until November 2026, full-time (35 hours)

Location - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend 20% of their time in the office. This is subject to role requirements.

Please note, only applications submitted with a covering letter will be considered.

About us

The average person in the UK will undergo at least two surgical procedures in their lifetime. Join the Royal College of Surgeons of England, a charity and one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education courses, assessment and career development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their careers; we set professional standards, facilitate vital research and champion world-class surgical outcomes for patients.

Our mission is to enable our members, in all their diversity, to deliver excellence in everything they do. If that sounds interesting, why not join us?

About the role

Are you a strong writer with a creative streak?

We're looking for a Marketing Assistant to join our dynamic, fast-paced marketing team. The purpose of this role is to provide marketing and administrative support in the planning and delivery of all RCS England marketing and membership engagement activities in order to generate positive member engagement and the recruitment of new members and customers.

Your day-to-day will include copywriting, web editing, social media and email marketing. You will help monitor the marketing team budget and input into customer support channels as part of administrative support to the team. You will also work closely with other members of the marketing and digital team, and staff from across the organisation, to support them in making their content the best it can be. Some experience or know-how in video creation and editing and graphic design is advantageous.

Responsibilities

- Support with the production and editing of copy and content across digital and print for both RCS England and the Faculty of Dental Surgery.
- Assist with marketing of our member benefits and initiatives. Channels may include email, website, social media, video, digital advertising and print.
- Maintain and develop relevant sections of the RCS England website ensuring that it is accurate and all webpages are kept up to date.
- Be a brand champion, especially supporting the new brand launch, liaising with other teams to ensure that materials produced across the College sit within the brand.
- Provide ad hoc support with implementing the brand producing collateral using Canva and the Adobe Suite.
- Support the administration and organisation of RCS England member committees as needed.
- Responsible for management of POs and budget support across the team

- Provide general marketing and administrative support to the Marketing and Digital team including the management of literature, merchandise stock and the monitoring of customer support channels.

About you

To be successful in this role you will:

- Have a natural flair for writing
- Have excellent organisational skills and attention to detail
- Be passionate and curious about marketing – you're excited at the prospect of connecting with our members in new and creative ways
- Be an excellent team player
- Have solid communication skills, with the ability to effectively communicate with internal and external stakeholders

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish 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@rceng.ac.uk

Closing date: Tuesday 27 January

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.