



Job description

| | |
|-------------|---|
| Job title: | Policy and Communications Assistant |
| Hours: | Full time |
| Term: | 1 year contract |
| Location: | FPM office, Islington, North London (with flexible working offered) |
| Reports to: | Head of Policy and communications |

Main purpose:

The Faculty of Pharmaceutical Medicine (FPM) is a charity and membership body for doctors who work on all aspects of medicines research and development. The small, but vibrant and professional, staff work closely with the Board of Trustees and our 1,500 members to deliver on our mission and our strategic objectives, to improve the health of patients around the world.

FPM has gone from strength to strength over the last few years and our reputation and influence continues to grow. The Policy and Communications Assistant is a vital and strategic new role that is pivotal to supporting this growth. Reporting directly to the Head of Policy and Communications, the role will support the wide-ranging activities in the policy and communications department. Areas of current and future focus include: the future of clinical trials, women's health, environmental sustainability in pharmaceutical medicine and antimicrobials.

Main tasks and responsibilities:

Policy and expert groups

- Supporting the management of policy workstreams and working groups.
- Coordinating policy workshops and events.
- Maintenance of relevant webpages for policy activities, expert groups etc.
- Coordinate the operations and activities of the seven FPM Expert Groups.
- Reporting of activities of Expert Groups to Head of Policy and Communications (HPC) and Policy and Communications Group (PCG), and coordination with other FPM groups regarding events, membership project etc.
- Recruitment of members to the Expert Groups.

Press and media

- Support press and media enquiries, subbing HPC as required.
- Maintenance of press contacts list.
- Maintenance of the press engagement lists.
- Contributing to the development of a press engagement strategy.

Digital Communications

- Coordinate the production of 'FPM Bulletin' monthly email and 'FPM Deep Dives' member communications.
- Use the website content management system (wordpress) to upload blog posts, including proofreading and checking for brand consistency.
- Write copy for social media posts and schedule.
- Create social graphics from templates and support the development of new social graphic templates.
- Assist with the production of podcasts, including managing scheduling with guests, checking scripts, and assisting with the recording and editing of podcasts.
- Support FPM's video content production.

Administrative

- Scheduling and administration of Policy and Communications Group meetings, including minute writing.
- Scheduling and administration of Ethics and Practice Committee meetings, including minute writing.
- Scheduling and administration of Expert Group meetings. Taking and distributing notes and actions from meetings.

General

- Contributing to and supporting the work of the wider FPM staff team, undertaking such other duties as required
- Attending and participating in external meetings when required
- This job description may be updated from time to time in agreement with the post holder

June 2021