



Faculty of Pharmaceutical Medicine

*Advancing the science and practice
of pharmaceutical medicine for the
benefit of the public*

Communications Administrator Job Description March 2025

Hours:	Full-time
Term:	Permanent
Location:	Hybrid working with a minimum of two days a week in Islington London office
Reports to:	Marketing and Communications Manager (MCM)
Works closely with:	Head of Marketing and Communications (HMC) Policy and Communications Coordinator (PCC) Events and Membership Engagement Manager (EMEM)
Main purpose	To support the Marketing and Communications Manager in delivering FPM's communications and marketing activities. Additionally, to support the Events and Membership Engagement Manager in the operational delivery of events.

Digital Communications and Content Creation

- Assist in drafting and scheduling email campaigns, newsletters, and website content.
- Collaborate with colleagues to gather and produce engaging content for various communication channels.
- Proofread and edit content to ensure consistency with FPM's brand guidelines.
- Support the production of visual content, including graphics and video editing.

Social Media Management

- Assist in the planning, scheduling, and publishing of social media posts across multiple platforms.
- Monitor social media engagement and respond to inquiries as needed.
- Track social media analytics and prepare performance reports.

Website Maintenance

- Update website content, ensuring accuracy and relevance.
- Support improvements in website structure and user experience.
- Assist in monitoring website performance and reporting on key metrics.

Marketing and Reciprocal Marketing Support

- Assist in the development of marketing materials for events, membership engagement, and promotional activities.
- Support the implementation of reciprocal marketing initiatives and partnerships.
- Conduct basic market research to inform marketing strategies.

Events Support

- Provide essential support to the EMEM for the planning and delivery of the FPM Annual Symposium and additional events.



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Administrative and General Support

- Maintain marketing databases and mailing lists.
- Assist in organising and coordinating communications-related projects.
- Provide logistical and administrative support for marketing campaigns and events.
- Support the Marketing and Communications Manager with ad hoc tasks as required.

General

- Uphold and promote FPM's [Values](#) and commitment to equality, diversity, and inclusion.
- Ensure compliance with data protection, health and safety, and other relevant policies.
- Support the wider FPM team as needed, including providing assistance at events and meetings outside of standard working hours.
- Undertake any other duties as required to support FPM's mission and objectives.
- Participate in regular reviews of the job description in consultation with the line manager.