



THE SOCIETY OF OCCUPATIONAL MEDICINE

Job Description

Location: Regents Park, Central London/Working from home (Hybrid)

ROLE: Communications and Events Coordinator

LINE MANAGER: Head of Communications and Events

CONTRACTED HOURS: Full-time

Hybrid working (2.5 days office based)

SALARY: £29k + inflation linked cost of living increments annually

CLOSING DATE: Applications will be reviewed on a rolling basis and to be received no later than Friday 10th April, (with interviews tbc Wednesday 15th and Friday 17th April)

Through its members and public voice, the Society of Occupational Medicine (SOM) helps people stay at work and live full and healthy lives. Among other member benefits, SOM produces *Occupational Medicine*, a leading journal that communicates best practice evidence in workplace health. Our communications focus on how work contributes to better health. This role will support all communications and events activity, including SOM's annual awareness week, SOM conferences, events and regional meetings.

ROLE PURPOSE:

Ensure the smooth running of SOM regional groups, events, and communications. Depending on requirements, some support may also be offered to other areas and team members.

Communications and events

- Manage events including logistics with member and regional group inputs, including uploading SOM events to website and managing attendee lists
- Support social media and communications for SOM activities
- Draft and send emails to members about SOM events and courses and update and maintain member mailing lists & send bulletins, including Student eNews
- Edit and upload information to the SOM website, including SOM Publications Catalogue and Webinar Catalogues
- Draft, design (InDesign) and distribute the SOM quarterly Magazine
- Process and promote job and event adverts e.g. upload to website and send mailshot to members
- Support annual Occupational Health Awards (December) and Occupational Health Awareness Week (September) and organising the Careers and Intro to OH Day
- Draft & send non-membership surveys (Survey Monkey)

Regional groups

- Key point of contact for regional group committees, speakers, sponsors and external partners
- Draft & send Regional Group event invitations
- Schedule reminder emails and follow up on key dates
- Hold and manage RSVP lists
- Book venues and order catering
- Hold and manage the Speaker list
- Produce and send CPD certificates
- Update online calendar and Regional Group webpages

Office/General administration

- Act as first point of contact e.g., answer and direct telephone calls, greet visitors
- Maintain, check, order and organise office supplies
- Schedule meetings and book travel & hotels for the President
- Respond to member queries e.g., requests for shadowing/mentoring list
- Photocopying, printing and scanning



- Invoice job and event adverts

The above list of responsibilities is not exclusive or exhaustive. The successful candidate will be required to undertake such tasks as may reasonably be expected within the scope of this role.

Person specification:

- Excellent attention to detail and a keen eye for errors
- Proficient in MS Office, Outlook, Word, and Excel (CRM / InDesign / Canva experience desirable)
- Experience in working independently but also in receiving direction when needed
- Hands-on attitude, always eager to help out and assist where required
- Able to develop good working relationships with colleagues, clients and stakeholders
- Effective communication skills, both oral and written
- Motivated and engaged, with an interest in this area
- Willingness to travel, including overnight stays, and to work outside office hours if required (Time in Lieu will be given)

Benefits:

- 25 days annual leave, rising by 1 day for each year of service (up to 30 days); Discretionary leave between Christmas and New Year
- EAP service
- Stakeholder pension
- Hybrid working
- Eye check vouchers
- Regular free social events