



## Supporting Information

<b>Job Title:</b>	Communications and Marketing Officer
<b>Reporting to:</b>	Chief Executive Officer / Head of Operations
<b>Work Location:</b>	<p>Faculty of Sport and Exercise Medicine UK, 1a Hill Square Edinburgh, EH8 9DR</p> <p>The Faculty supports hybrid working, with 2 days of the week would be required in the office (ideally Tuesday and Thursday time tie in with team members).</p>
<b>Salary:</b>	£35,700
<b>Hours:</b>	<p>Full time, 35 hours per week.</p> <p>Standard working hours are Monday to Friday 9:00am–4:30pm with a 30-minute unpaid break. However, FSEM operates a flexi-time policy, allowing staff to work their hours flexibly to suit individual and business needs. Core working hours are 10:00am–12:00pm and 2:00pm–4:00pm.</p> <p>Occasional flexibility will be required to support evening meetings, webinars or events; with occasional travel across the UK a few times per year.</p>
<b>Pension Scheme:</b>	The Faculty uses the People’s Pension, 3% employee contribution, 5% employer contribution.
<b>Annual Leave:</b>	The Faculty offers generous holidays with 30 days of annual leave and 9 days of public holidays, plus an additional gifted Christmas Closure of 3 days between Christmas and New Year.
<b>Probation:</b>	The post will be offered subject to the receipt of references satisfactory to the Faculty. All posts are offered on a 3-month probationary period.
<b>Notice period</b>	1 month notice.

## **About the Organisation**

The Faculty of Sport and Exercise Medicine UK (FSEM) is the professional membership body responsible for standards, examinations, training and development in Sport and Exercise Medicine across the UK. We are an inclusive, multidisciplinary organisation with members working across clinical, academic and community settings. FSEM is committed to improving the health through physical activity by supporting high professional standards, influencing policy and driving system-wide change.

## **Future Organisation (College Development)**

FSEM is working in partnership with the British Association of Sport and Exercise Medicine (BASEM) to establish a new joint College of Sport, Exercise and Musculoskeletal Medicine (CSEM).

As part of this transition, all FSEM and BASEM staff will transfer into the new organisation under TUPE arrangements. This role will move into the new structure once the College is formally established.

Currently, this role works closely with the Communications Officer at BASEM on shared projects and aligned activities. As the transition progresses, both roles will become part of a single communications and marketing function within the new College, providing an opportunity for closer collaboration, shared planning and coordinated delivery across the organisation.

While the core purpose and responsibilities of the role will remain unchanged, there may be some changes to systems, processes or ways of working as the organisation develops. Any changes will be clearly communicated and fully supported.

## **Governance**

FSEM is a registered charity (SC052221), supported by a small core staff team and a robust governance structure, including Committees, Council and a Board of Trustees. The Board includes both elected representatives and lay members, ensuring a broad mix of expertise and perspectives. The future College will operate under a similar governance model.

## **About the Role**

The Communications and Marketing Officer plays a key role in supporting FSEM's communications, marketing and engagement activity. This includes delivering high-quality, accessible and consistent content across a wide range of channels, supporting both

professional and public audiences.

Working across the organisation, the postholder will support the planning and delivery of communications and marketing activity for key areas including education, examinations, events, publications, membership and public-facing programmes.

A central focus of the role is the marketing and promotion of Moving Medicine, a key FSEM programme supporting healthcare professionals, patients and people with long-term health conditions to embed physical activity into routine care. This includes contributing to major ongoing developments such as *Moving Medicine for Everybody*, which aim to broaden reach and accessibility. The role will also support wider campaigns, digital communications and organisational priorities.

The postholder will work closely with colleagues and external partners to deliver campaigns and content, ensuring a consistent voice and high editorial standards. They will contribute to the development of digital channels and use insight and analytics to improve performance and engagement.

This is a varied, hands-on role requiring strong communication and marketing skills, good judgement and the ability to manage multiple priorities. It offers an opportunity to contribute to a respected organisation and support work that has a meaningful impact on clinical practice and public health.

### **Further Information**

- [www.fsem.ac.uk](http://www.fsem.ac.uk)
- [www.movingmedicine.ac.uk](http://www.movingmedicine.ac.uk) / <https://everybody.movingmedicine.ac.uk/>