

Research and Communications Coordinator Healthcare Infection Society	
Location	London, Bloomsbury (Tues-Wed); WFH Mon, Thu & Fri
Salary expectation	£26,000 - £29,000 per annum
Application deadline	15 August 2025. Submit applications to christine.fears@his.org.uk
Job purpose	
<p>The Research and Communications Coordinator (RCC) supports the Research, Publications and Communications team to deliver activities.</p> <p>The post holder will be an experienced coordinator, ideally with previous experience of working in a membership (or similar) organisation. They will work closely with the other members of the Research, Publications and Communications team to ensure high-quality coordination of research and guidelines committees, marketing, communications, and support of our corporate partnership programme.</p> <p>This is an exciting role that offers a generous holiday allowance and up to 7% pension contributions.</p>	
Deliverables	Activities include
Committee and Special Interest Group (SIG) Administration	<ul style="list-style-type: none"> • Coordinate Research and Guideline Committee activities. • Schedule and distribute agendas and supporting materials for key committee and SIG meetings (e.g. SPARC and BEIPI). • Set up and host online meetings in the Zoom or MS Teams platform. • Draft and circulate meeting minutes, including capturing actions and follow-ups. • Serve as the primary point of contact for committee and SIG members between meetings. • Manage email communications, including applications and onboarding for new committee and SIG members. • Conduct regular audits to maintain up-to-date and accurate membership lists. • Liaise with other HIS departments and support SIG-related activities, such as events. • Facilitate communication between committees to support cross-collaboration. • Manage communications relating to research and guideline outputs.
Marketing and communications coordination	<ul style="list-style-type: none"> • Collaborate with Marketing and Business Development Manager (MBD) to schedule and publish social media content promoting Society initiatives. • Format and distribute newsletters via Mailchimp. • Update website content and imagery (for research, guidelines, communications and publications) using Umbraco CMS (training provided). • Oversee preparation of stand bookings and promotional materials for external events.
Publications support	<ul style="list-style-type: none"> • Provide administrative cover for the Editorial Manager (EM) as required.

Business development administration	<ul style="list-style-type: none"> Track timelines for corporate partnership renewals and notify MBD of upcoming deadlines. Respond to inquiries regarding corporate partnership scheme. Manage email queries from current corporate partners. Perform regular audits to ensure CRM records are up to date and accurate. Provide administrative cover for MBD Manager as required.
General duties	<ul style="list-style-type: none"> Undertake additional duties as reasonably assigned, in line with skills and responsibilities. Comply with health and safety obligations, promptly reporting any risks, defects or hazards. Provide support to Head of Publishing and Research Communications as required.
Continual personal professional development of competency, knowledge and skills	<ul style="list-style-type: none"> Participate in training to enhance skills, knowledge and service standards. Seek and apply feedback from colleagues to improve performance. Ensure adherence with IT and data handling policies.
Reporting to:	Head of Publishing and Research Communications, working closely with others across the team.
Person Specification	
Education and professional attainments	<p>Essential</p> <p>Educated to A level standard or equivalent.</p> <p>Demonstrated experience of working in a similar role or a learned society.</p> <p>Demonstrated experience of committee management.</p> <p>Demonstrated experience of running online meetings in Zoom (or similar platform).</p> <p>Demonstrated experience of marketing including social media.</p>
Competencies	<p>Excellent interpersonal and communication skills - written and verbal.</p> <p>Strong administrative and organisational skills.</p> <p>Demonstrated ability to collaborate with internal and external stakeholders.</p> <p>Task-driven self-starter, with good time management, attention to detail and the ability to manage own workload.</p> <p>Technical IT skills: competent in the use of Microsoft Office suite, ability to understand logical processes.</p>

	<p>Proven track record of producing work accurately and to a high standard whilst under pressure, with emphasis on attention to detail whilst working to deadlines.</p> <p>Ability to work as a key and supportive member of a flexible team</p> <p>Willingness to travel and stay away from home on occasion and overnight.</p> <p>Subject area knowledge and awareness desirable.</p>
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