

## JOB DESCRIPTION

<b>JOB TITLE</b>	<b>Content editor</b>
<b>DATE</b>	February 2021
<b>SALARY</b>	£28,000 (pro rata)
<b>DAYS PER WEEK</b>	2 days per week
<b>REPORTING TO</b>	Senior Content Producer
<b>KEY RELATIONSHIPS</b>	Senior Content Producer, Communications Manager, Digital Content & UX manager, Researcher
<b>TERM</b>	Fixed terms (6 months)
<b>LOCATION</b>	Home-based

### JOB DESCRIPTION

OnePlusOne specialises in translating research evidence into digital resources that help people learn new skills for maintaining and improving their relationships. We are a small team who have been working remotely (but closely) since 2018.

This role has been created to support the senior content producer in developing digital content for a range of audiences including young people, couples, new parents, separated parents, and those looking for healthy ways to deal with relationship stress. The chosen candidate will play a key part in delivering on a number of projects, including some of our existing resources. The role will include a mixture of mixture of editing and design with some writing.

### MAIN RESPONSIBILITIES

- Translate evidence-based messages into user-friendly written content for digital interventions.
- Edit content produced by colleagues and take responsibility for maintaining quality in the editorial process.
- Edit reports and training manuals in InDesign, including text and layout.
- Design simple graphics for social media.
- Ensure final sign-off for all content produced.
- Support the delivery of marketing and comms content as required.
- Monitor and evaluate feedback from users to further develop appropriate content.
- Implement content plans for our two websites – one for users and one for professionals.
- Support ad-hoc content projects with tight deadlines.
- Review the evidence base for key messages within a specific project context.
- Choose stock images for online articles.
- Produce a wide range of materials for OPO's online content bank.

Variations in these responsibilities may occur over time and this job description may be altered accordingly in negotiation with your line manager, appropriate to the salary grade and nature of role and commensurate with your skills and expertise.

<b>SKILLS, KNOWLEDGE AND EXPERIENCE</b>		
	Essential	Desirable
Ability to translate evidence-based messages into user friendly, engaging content	✓	
Ability to tailor the content to suit a wide range of site users	✓	
Excellent writing skills with a track record of writing for online audiences	✓	
Good communicator taking a proactive approach to liaising with project partners	✓	
Highly organised. Systematic approach to planning ahead, handling and filing information, with an investigative approach to monitoring, tracing and retrieving sources	✓	
Excellent understanding of research and statistics, and ability to accurately interpret, cite and source information	✓	
Proven experience of working to tight deadlines on numerous projects	✓	
Design and image skills	✓	
Knowledge of InDesign	✓	
Experience of variety of multimedia content formats including video/audio, podcasting, wikis, blogs, email, mobile, social networking and user generated content		✓
Experience of using content management systems		✓
Journalism, Communications or English graduate with professional experience in information provision, journalism or media relations; or extensive relevant experience		✓

In addition to the competences below the post holder is expected to demonstrate a keen interest in relationships and the organisation’s field of work and to be able to work within the equal opportunities guidelines, line management procedures and additional policies set by OnePlusOne.

<b>PERSONAL COMPETENCIES</b>	
Self-administrative and very IT competent	Collaborative working approach
Good understanding of audience behaviours	Audience-focused writing
Self-motivated and able to work independently	Ability to manage multiple priorities calmly and efficiently
High degree of attention to details	Analytic and creative