



## JOB DESCRIPTION

Position: Content Assistant – Fixed Term Contract

### SUMMARY :

Helping to support and update a range of CTSI's digital content across our websites and online platforms and assisting with overall editorial and production processes across the Digital, Production, Marketing and Policy teams. This role offers the opportunity to progress and develop a significant number of skills and is ideal for someone with the drive and ambition to build a successful career.

### MAIN RESPONSIBILITIES AND DUTIES :

Content uploads and weekly data entry for our various products and social media channels

Help in the development and maintenance of business-related resources and educational tools

Produce various types of content from written word pieces to social media graphics

Use content management systems and other production tools to keep content on CTSI's digital platforms fresh and up-to-date

Assist with the creation and distribution of e-Learning courses

Occasionally support the editorial team in undertaking non-technical editing, proofing and publication of written and other content

Other duties consistent with the responsibilities of the post.

### PERSON SPECIFICATION :

#### 1) Skills, Knowledge and Experience

##### Essential :

Excellent attention to detail, including an ability to check details thoroughly and apply them to online and offline content

Appropriate experience of online publishing, or recent relevant and specific experience using a CMS

