## JOB DESCRIPTION

Position: Digital Manager

## **SUMMARY:**

CTSI is a non-profit professional membership organisation that campaigns on a variety of consumer protection issues – while also offering a range of training and commercial services, to help fund its work.

The small marketing, digital and production

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Content Development: Produce, commission or edit a variety of written and visual content – including web pages, graphics, user-guides, e-learning materials, and other items – to keep CTSI's websites, social media channels, and other comms vibrant, engaging and up-to-date. You will create website content and produce simple user-guides and style-guides to help people use the CMS (and maintain the look and feel).

Digital Marketing Production: Provide expertise across our various digital marketing channels. This will involve providing guidance on SEO and the optimisation of our social media accounts, but may also include involvement in the management of our Google Ads account, affiliate

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