



Name of Role: Website Content Co-ordinator

Role Description / Specification

Responsible to: Head of Content (Jack Wensley)

Responsible for: Contributors to website content pages

Contacts Internal: Unit Manager / Tech Team / Reporters, Producers and Presenters

Contacts External:

Job Summary: The website content co-ordinator will assist the head of content in keeping the website up to date with the latest content

Main Activities:

- Upload content provided by the team to the website.
- Check audio and video content is to specification and check provided copy.
- Check content and images adhere to child protection policies
- Assist in training team members to produce quality content suitable for the website

Occasional Activities:

- Create Audiograms, graphics and videos for social media.

Person Specification:

- Experience working with websites
- Experience working with audio, video and images desirable.
- Attention to detail
- Knowledge of word press desirable
- Be a member or become a member of the UK Scout Association
- Have a sense of humour.
- Have the ability to attend evening and weekend meetings and activities.
- Have the ability to attend media trainings.
- Have the ability to use Electronic communication.
- Good interpersonal skills.
- Ability to communicate well with young people.