

Content Writer/Producer and Production Editor (9 Month FTC – Maternity Cover)

Are you:

- Passionate content writer or producer with strong experience in producing high level content to a vastly wide audience?
- Adept at producing clear, concise content, with excellent attention to detail?
- Well organised, able to organise your time and work across multiple projects in tandem to meet deadlines?
- Able to adapt your communication style with an appropriate tone to a wide variety of audiences?

Would you like to:

- Forge a career in a dynamic, progressive organisation by providing expert advice on international qualifications and skills?
- Develop your career in a dynamic organisation, with exciting subject matter, and an opportunity to communicate to a variety of audiences from the general public to academics and government bodies?
- Contribute positively to the understanding, development and quality improvement of international qualifications?

...then we would like to hear from you.

Who we are and what we do:

Ecctis delivers a wide range of services, products and projects in the field of international education. We help make sense of international qualifications and support a range of clients including individuals, universities and colleges, awarding bodies and government ministries.

The work is varied and the atmosphere is enthusiastic, collegiate, and supportive. There are opportunities to develop specialisms and to lead research and training for countries and regions.

The role:

Our busy communications function produces a wide range of comms material – content for extensive websites (including preparation of images and liaison with IT on the structuring and presentation of content); brochures and e-brochures; publications and e-publications; newsletters; briefing papers; social posts.

We require an experienced writer, editor and content person with high-grade production skills (ideally with excellent Adobe Suite skills) to create and produce the content we need, to very high standards.

Our business is complex, with multiple audiences, and we need someone with great insights and judgement who can master subjects quickly and communicate them clearly with an appropriate tone and approach.

We produce most of our communication materials in-house, so high-level media production skills are a must.

You must be able to work to high standards quickly, with minimal supervision.

- Office location:** 100% Remote Role – can be done from anywhere in the UK
- Starting salary:** £30,000-34,000 (pro-rata for the 9 Month FTC)
- Working Hours:** 37.5 hours per week, 8:30am or 9:00am to 17:00pm or 17:30pm with a one hour unpaid lunchbreak.
- Contract type:** 9 Month FTC – Maternity Cover.
- Benefits:** 25 days annual leave plus bank holidays
Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)
Life assurance of 3 x basic salary for members of the pension scheme
Bupa Private Health Care Scheme with employee contribution
Employee Assistance Programme
Employee Ownership Trust:
- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.
 - The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
 - Eligible employees: Employees have to be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Please email your CV and covering letter to recruitment@ecctis.com