

Job title:	Content Executive
Reports to:	Head of Brand
Responsible for:	No direct reports

We are **SSAT, the Schools, Students and Teachers network**.

We exist to help improve outcomes for all young people. As a membership organisation of schools and academies across the UK and internationally, we work with leaders, teachers and students to drive school improvement and innovation, and celebrate their successes. We believe in a **truly school-led system**, with schools working in partnership across and beyond the education sector.

At SSAT's heart are our **membership networks**, bringing together school leaders, teachers and students. We have been working with schools for over 30 years, and continue to offer **insight and understanding** into teaching, learning and system leadership. Our **professional development and school improvement programmes** help leaders and teachers to further outcomes for all young people, and develop leadership at all levels across the system.

We are SSAT and we provide fresh ideas for ambitious schools.

To work at SSAT you should be committed to:

- working together to achieve the organisation's objectives
- contributing to and following SSAT processes and systems to put our customers first.

Role

The Content Executive will be responsible for gathering, curating, writing and commissioning multi-channel content. Working closely with colleagues across the organisation, the successful candidate will build extensive knowledge of new and existing content, and produce a plan to repurpose and use this across a range of channels to maximise value to members.

Responsibilities

- to develop an in-depth knowledge of the materials produced across the SSAT portfolio to build a comprehensive content library ensuring members get maximum value from their membership
- to write editorial articles – eg case studies, reports, blog articles – from notes, research, interviews, or existing materials; and use these to support SSAT's strategic business priorities
- to work with colleagues to produce high-quality written and video content, ensuring a stream of relevant and timely material from schools, partners and internal stakeholders
- to write, edit and proofread specific content for use across digital and print communications as required, ensuring all copy is engaging, clear, concise and accurate
- to ensure the consistent quality of member communications which include regular emails and in a dedicated area on the SSAT website
- to attend SSAT events in a journalistic capacity
- to contribute to SSAT's social media activity

- to manage the organisation's printed publication schedule coordinating writing, editing and design to produce publications of the highest standard to agreed deadlines

About you

- educated to degree level in a related subject
- excellent copywriting, research, editing and proofreading skills
- proven ability to produce high-quality, engaging content across a range of media and formats for a range of audiences
- excellent verbal communication and journalistic interviewing skills
- ability to work with a variety of stakeholders, demonstrating good influencing skills and articulate communication
- ability to summarise complex information
- ability to produce work of a very high standard, demonstrating excellent attention to detail, accuracy and precision
- have an interest in education and improving the life chances of young people
- excellent multitasking experience demonstrated through the ability to manage and deliver multiple projects at a time
- solid understanding of Microsoft Office
- experience in Wordpress and Photoshop skills would be beneficial

This job description is not exhaustive and you may be required to undertake other tasks as required.

SSAT is an equal opportunities employer.

Last updated: October 2018