

Copywriter

Job Description

POSITION OVERVIEW

Department	Experiential Digital Global Education (EDGE); Innovation Unit (London)
Location	Devon House, London, Remote-based
Term	Full-time; Permanent
Salary	£25,000 - £30,000 per annum, depending on experience
Benefits	Generous benefits package including 25 days holiday allowance pro rata (excl. Bank holidays), group life assurance, group income protection, pension schemes and private healthcare (optional)
Start	June 2022

The New College of the Humanities wishes to appoint a Copywriter to work collaboratively with the Learning Design team on the creation of material to support student learning. The post-holder will be responsible for ensuring that our learning materials are of the highest quality, produced with the utmost accuracy and are free from errors. We are looking for a detail-oriented individual who is self-motivated and able to work independently. The ideal candidate will have experience working in educational publishing and be able to demonstrate exceptional copywriting skills. They will be a team-player, willing and able to collaborate with other team members to ensure project goals are met successfully. The role is suitable for remote working, provided the appointee is able to attend the campus for face-to-face work when required.

Duties and Responsibilities

- Write clear, compelling copy and content for a variety of mediums and purposes
- Ensure that copy and content is free from typographical and grammatical errors

- Editing of content as required
- Proofreading for consistency as well as removal of errors
- Ensure up to date knowledge of best practices and trends of copywriting for various channels/mediums
- Actively contribute to the wider team objectives - bringing ideas, insights and suggestions for improvement
- Ensure feedback is reviewed, evaluated, and acted upon - working to find the best ways to address concerns and provide improvements and new solutions
- Any other duties commensurate with the level of responsibility of this post, for which the post holder has the necessary experience and/or training

About EDGE

EDGE (Experiential, Digital, Global, Education) is part of Northeastern's Global Network and is dedicated to designing and delivering work-related learning throughout the UK and internationally. The EDGE team work remotely, using innovative pedagogical approaches and best practice in digital education and collaboration to ensure an excellent learner experience for individuals or groups of learners, wherever they are based. The EDGE team currently delivers a growing portfolio of work-related learning aligned to digital transformation, data science, artificial intelligence, and project management.

Person Specification Criteria (Essential / Desirable)

Qualifications

- Bachelor's degree in Marketing, Communications, English, Journalism, or a related field [E]

Key Criteria

- Minimum 4 years of copywriting experience [E]
- Experience in educational publishing or online education [D]
- Ability to edit content and proofread for consistency as well as for spelling and grammar errors [E]
- Exceptional attention to detail and ability to achieve a high level of accuracy [E]

- Strong organisational and time management skills, demonstrating and ability to work flexibly across multiple projects with strict and conflicting deadlines, while maintaining high-quality standard of work [E]
- Ability to maintain focus on priorities while multi-tasking and thrive in an agile environment [E]
- Positive and professional attitude, with a genuine interest in learning new skills [E]
- Excellent communication (verbal and written) and interpersonal skills, including effective stakeholder and partnership working - maintaining positive relationships and building consensus [E]
- Resilient, with a can-do attitude and an ability to remain calm and measured under pressure [E]
- Able to work autonomously but also collaboratively and as a team member [E]
- Committed to creating a professional collaborative work environment – demonstrating respect for colleagues and their expertise; cultivating open communication & feedback; and inspiring a unified commitment to elevating the standard of quality of the deliverables [E]
- Willingness and capacity to undertake continuous professional development [E]

Application Process

Applications should be made via [this link](#) by 20:00 on 24 June 2022. Please reference your application “**CW522**”. Participation in the equal opportunities section is encouraged, but voluntary.

Applications must include a covering letter of no more than one page and a full curriculum vitae.

Applications are welcome from all sections of the community and will be judged on merit alone. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.