

# Content Editor

## Job description

### The business

At Talent Q, we provide innovative online psychometric assessments, training and consultancy to address talent management challenges throughout the employee lifecycle. With a network of partners in over 50 countries and assessments in over 40 languages, we're able to deliver solutions to clients across the world. We are a fast growing company and work with national and international organisations across all sectors, providing support to many household names including Citi, Royal Mail Group, TUI Travel, Orange and Carlsberg.

### Main purpose of the role

- To proof, edit and write engaging and meaningful content for use across a wide range of media.

### Key responsibilities

- Work with content owners across the business to help develop online and offline content for use across different media - including assessment questions and reports, supporting documentation, training materials, marketing collateral and websites/social media.
- Ensure all content is written in an engaging and accessible way for the relevant audience, and is consistent in terms of tone of voice, style and key messaging across all media.
- Optimise online content to help improve search rankings and user engagement.
- Help manage the content publishing schedule to ensure a steady flow of new and/or repurposed content is delivered across our main digital channels.
- Work closely with designers to ensure a cohesive relationship between copy and design.
- Ensure Talent Q writing guidelines are consistently implemented across all materials, and provide support to colleagues in developing their own writing style.

### Desired skills and experience

#### Qualifications and experience

- At least three years' experience working in a content editing role or similar, with a demonstrable track record in writing for different media and audiences.
- Experience of using web content management systems to update online content.
- An understanding of how to maximise social media engagement would be beneficial.
- Highly proficient in the use of Microsoft Office, specifically MS Word and MS PowerPoint.

## Job specific skills and style

- A passion for writing and an excellent eye for detail.
- Able to adapt writing style to suit different target audiences.
- Able to repurpose technical information – psychometrics-related or other – and present in an easy-to-understand and user-friendly way.
- A confident and positive character with good communication skills and a ‘can-do’ attitude.
- Able to multi-task, working on multiple projects at a time and to tight deadlines.
- Able to demonstrate initiative, self-reliance and problem solving skills.

## Salary and benefits

- Competitive salary – c£30,000 dependent on experience – and company profitability bonus scheme
- 25 days holiday
- Private healthcare
- Non-contributory pension scheme

## Location

This position is based at our offices in Thame, Oxfordshire.

Hours of work: Monday to Friday 9am – 5:30pm.

## Next steps

Please email your CV along with covering letter to [careers@talentqgroup.com](mailto:careers@talentqgroup.com)