

ROLE DESCRIPTION: Content Coordinator and Contributors

Coordinator

- Curate and coordinate ESG content output including:
 - Blogs
 - Press releases
 - Press articles
 - Thought Leadership articles
 - Videos
 - Photos and images
- Quality control and sub-edit submissions from contributors, with support from BCS PR
- Also oversee quality control and consistency of website posts and tweets, working with Social Media Coordinator
- Produce annual content schedule and ensure content is delivered to deadlines
- Provide Communication Lead with quarterly status reports on above for BELT meetings

Contributors

- Produce original content, as above
- Generate content ideas