

Job Title:	Creative Content Officer	Job Code:	CCO
Department/Group:	Digital	Position Type:	Full-time (35 hrs per week, including occasional evenings/weekends)
Location:	Home based	Travel Required:	Some UK travel (access to transport required)
Level/Salary Range:	Band 3	Position Length:	9 months fixed- term (possible opportunity for extension depending on securing future funding years.)
Responsible for:	No line management responsibilities	Responsible to:	Membership & Business Development Manager
Liaison with:	All TIAH staff Contractors: Digital developers, Content Developers and Designers Farmers & Growers		

## Job Description

### Summary

The role holder will manage the development of all visual design elements to support the launch of TIAH. They will ensure TIAH's brand guidelines and values are maintained throughout all communications.

### Role and Responsibilities

1. Online service user experience development
  - Supporting the commissioning and management of external designers and agencies
  - Help manage the production of website design, photography, videography and other assets
  - Test of design options with TIAH members and stakeholders
  - Produce branded social media channels, email templates and newsletters
  - Produce branded documents and presentations
  - Ensure the output of other team members and external contributors adheres to brand guidelines
2. Industry and team engagement
  - Keep abreast of offers from similar offers and appraise for relevance/priority within TIAH scope and to feedback relevant improvement and development ideas
  - Represent TIAH at meetings, conferences, talks and events where required
  - Undertake any other responsibilities commensurate with the post that the CEO and Line Manager may require

### Qualifications and preferred skills

- Qualification or experience in marketing or creative design
- Excellent communication and organisational skills, with the ability to work to tight deadlines
- Experience of managing suppliers including quality assurance of output
- Ability to build effective relationships with a range of stakeholders
- Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
- Flexible approach to work, including the ability to recognise a need and act on it
- Ability to solve problems and recommend solutions
- Digital literacy and the ability to quickly pick up new technologies and ways of working
- Ability to juggle and prioritise multiple tasks while meeting tight deadlines within a collaborative team environment

- Strong communication skills and ability to interact comfortably and professionally with multiple stakeholders, ranging from colleagues to trustees to members
- Attention to quality and client excellence with excellent attention to detail

**Additional Notes**

- Behaviour expectations: Trust, efficiency, quality, expertise, can-do attitude, and affinity and understanding of TIAH’s aims and objectives
- Role holder is expected to be set up for remote working, including a dedicated safe workspace with adequate and secure internet connection and reception. Laptop provided.
- Ability to travel within the UK required, including regular team meetings held in the Midlands and London.
- Ability to work flexibly required, including occasional evenings, weekends and overnight stays
- Role subject to review based on the needs of the new organisation

Approved By:	CEO	Date:	01.07.2021
Job holder’s name/ signature		Date:	
Line manager’s name/ signature		Date:	

Date posted:	05.07.2021	Contact:	recruitment@tiah.org
Posting URL:	www.tiah.org		
Applications Accepted By:	Applications will be considered on a rolling basis for immediate interview. Please submit your CV and covering letter (maximum 2 sides) to <a href="mailto:recruitment@tiah.org">recruitment@tiah.org</a> using the job title as the subject header. Applications without a covering letter will not be considered.		