

Job Title: Trainee Editor
Location: Wallingford
Business Area: Content
Salary: Competitive



About GTI

We aim to help students realise their potential in the world of work through technology, content and tools. That's not an easy thing.

We believe in understanding students and partnering with employers, universities, schools and other technology providers.

It's about students finding the right role and employers finding the most suitable candidates. But its more than that – it's about helping young people discover options, develop and build confidence.

Mission

To support the Content team to deliver the editorial on our publications and websites to attract people considering careers and/or university study both at undergraduate and postgraduate level. Readers of our different products include graduates looking for their first job and sixth-form students considering their next move.

Outcomes

Publications and websites are current and relevant

- Take responsibility for a section of our Websites
- Build expertise around a number of career sectors and career related topics by working across the portfolio of products
- Write, edit, research, fact-check and proofread articles for paper and web products
- Potentially, assisting on RECOVERY magazine
- Create features on behalf of targetjobs, providing objective advice (“editorial”), and write promotional material on behalf of clients (“advertorial”)
- Commission articles for online and paper publications
- Ensure that new online content is written in such a way that users can find it via search engines (‘applying on-page SEO’)
- Create or edit promotional material

Represent the Content team and GTI

- Attend client meetings to pitch article ideas and provide sector expertise
- In time, host or be a panellist on webinars
- Conduct interviews over the phone or via video link with industry professionals, recently employed graduates and graduate recruiters and writing up your interviews into articles for publication

Knowledge of the multiple career sectors and markets is up to date

- Develop an understanding of the graduate and school leaver recruitment markets more broadly and keep up-to-date with developments

The Content team is supported in all aspects

- Provide administrative support
- Use analytics tools to track your content's performance
- Using the content management system to edit and upload text, images and other forms of content and media

Person Specification:

- Someone with a confident and professional manner with the ability to communicate at all levels and to work using own initiative and be able to prioritise.

Work Experience, Knowledge & Skills

- Someone with experience that relates to writing, editing and social media, for example a relevant work experience placement or involvement in a university or community publication or website.
- Be able to complete in-depth, detailed desk research and summarise your findings clearly (most new articles will require you to spend 90 per cent of your time finding relevant info and 10 per cent writing it up)
- Write good, plain, concise English
- Have high standards of spelling, punctuation and grammar
- Be able to interpret data
- Accurate and have excellent attention to detail
- Organised and persistent
- Calm under pressure
- Self-aware – so you know when to ask for help
- A good team member and able to build good relationships with clients and colleagues
- Able to think on your feet and take the initiative.

Other Information

- Permanent role – 37.5 hours per week between Monday to Friday 9.00 – 5.30pm
- 3-month probationary period
- Benefits package: 5% Contributory Pension, initial 25 day's holiday, enhanced maternity/paternity policies, life assurance scheme

Please send your CV, covering letter and an example of your writing to Aisling Byrne, recruitment@groupgti.com

*Ideally your writing sample should be a piece written for publication, for example for a student newspaper or as a blog post. If this isn't possible, we will accept a different example of your non-academic, factual writing. Feel free to write a piece 'as if' for publication if you don't have anything suitable. Please don't send essays or examples of creative writing.