

# Copy Editor

## Basic information

**Band:** E

**Job family:** Marketing

**Terms:** Full-time, permanent

**Location:** Cheltenham

**Reports to:** Editorial Lead

**Team:** Editorial Team

**Business unit:** External Relations



## Role purpose:

The Copy Editor will provide a meticulous and efficient proofreading service for the business, as well as creating content to support delivery of the information and advice strategy.

## Key duties and responsibilities:

- Proofread and edit content for all UCAS' audiences, across all channels, both on and offline.
- Work with the marketing managers to create appropriate content for marketing campaign activities.
- Research and write online copy to support delivery of UCAS' information and advice (I&A) strategy, working closely with the I&A Content Manager.
- Ensure all content is written in our house style, and aligns with UCAS' brand values.
- Edit and publish content on ucas.com, adding new content where required.

## Accountabilities:

Financial:

- None.

Non-financial:

- Use initiative, prioritising your workload to manage proofreading requirements and content production.
- Authority to liaise with key internal and external stakeholders, to gather proofreading and content requirements, and give and receive feedback.
- Authority to edit, amend, and add content to ucas.com.

- Assist in raising awareness of the Editorial Team across all departments.

#### **Person specification:**

##### **Essential:**

- Meticulous attention to detail.
- Exceptional proofreading skills.
- Demonstrable editorial experience.
- Copywriting experience.
- Ability to present complex information in a concise style for various audiences.
- Knowledge of Microsoft Office applications (namely Word, Excel, and PowerPoint).
- Ability to work under your own initiative, as well as part of a multidisciplinary team.
- Highly organised.

##### **Desirable:**

- Demonstrable experience of proofreading a variety of document types.
- Experience of writing both online and offline content.
- Experience writing for an international audience.
- Knowledge of the Drupal CMS, and/or a basic understanding of HTML, would be advantageous.
- Educated to degree-level in a relevant field.

This role profile and person specification sets out the scope, main duties and qualifications and experience required to undertake the post at the date when it was created. Such details may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the level of the post. All UCAS employees are expected to be flexible in undertaking the duties and responsibilities attached to their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.

#### **Our values in action**

**Customer-focused** – We understand what our customers want, and we act on their changing needs.

**Collaborative** – We collectively create an engaging and positive work environment.

**Accountable** – We take ownership of our individual and organisational performance.

**Service excellence** – We realise, grow, and maximise our potential.

**Trusted** – Individuals are trusted to make informed decisions and take appropriate risks.