



# JOB DESCRIPTION

Content Writer

EXETER

## Content Writer

Part-time (approx. 20 hours per week)

Starting salary DOE

Application deadline is Friday 24th May 2019

### WHAT'S THE JOB

In three words? Diverse content creation.

We're looking for a creative and organised individual to join our friendly digital marketing team in Exeter. This is a part-time role where you will plan, research and create high-quality and compelling content for our clients. You will be given the opportunity to work with companies in various industries, from start-ups to global brands, and become an important member of our rapidly growing team. Working closely with the Content Manager, you will be responsible for ensuring work is delivered on time and to the highest standard.

### WHO WE'RE LOOKING FOR

In three words? Creative. Proactive. Enthusiastic.

As a small team, we need a confident self-starter who is eager to learn and able to organise their workload effectively. While this role is centred around content creation, there is the opportunity to gain experience managing digital PR campaigns too. We aim to create a relaxed and fun working environment where we can focus on delivering the best results for our clients and we want someone who can contribute to and be an integral part of our team.

### WHAT WE NEED YOU TO DO

In three words? Write compelling content.

- Write clear and engaging content for web pages, blogs and digital PR opportunities.
- Adapt your tone and style of writing to suit different clients, platforms and topics.

- Research blog topics and write editorial calendars for a range of different clients.
- Carry out keyword research to identify key phrases to optimise content for.
- Implement link-building campaigns.
- Work on digital PR campaigns, from sourcing leads to writing blogs, interviews and press releases.

## KEY SKILLS

In three words? Knowledgeable. Organised. Adaptable.

Basic experience and understanding of digital marketing and SEO are highly desirable but we will provide any necessary training and support.

- Excellent written communication and impeccable grammar.
- Fluency in English and the ability to adapt your tone and style.
- Ability to work independently and take ownership of your workload.
- High level of organisational skills to manage multiple workloads across several different campaigns and industries.
- Ability to work effectively to deadlines.

## WHY THE CLICK HUB

In three words? We are great. Fine; Innovative. Relaxed. Creative.

At The Click Hub, we have a culture of innovation and insight; we allow all team members to have an active role in strategic decision making. Our goal is to provide our clients with the best digital marketing campaigns possible for their budgets. We avoid high-pressure and stressful working environments, as we prefer to create a relaxed and fun workplace where you can focus on producing outstanding and effective campaigns for your clients. Our clients stick with us because they have absolute confidence in our abilities and trust that the work we do is of the highest standard.

With a strong base in both Exeter and London, we are growing steadily and winning clients from a wide range of industries. What makes our work exciting is that each client and campaign is unique

and presents a different set of challenges every time. As the company grows, there are always opportunities for you to grow with it.

## WORK PERKS

- Flexible working hours
- Central office location
- Free tea and artisan coffee
- 20 days holiday + bank holidays
- Breakout space with ping pong, table football and sofa area

## HOW TO APPLY

We would like to see an up-to-date copy of your CV, noting any experience relevant to this role, along with a short cover letter. In your cover letter, we are particularly interested in learning about who you are, if you have any digital marketing experience and why you think this role is right for you.

Please email your CV and cover letter to [vacancies@theclickhub.com](mailto:vacancies@theclickhub.com)

We expect to hold interviews at our Exeter office and, if you are invited to come along for an interview, we will ask you to complete a short blog writing task. This is not pass-or-fail, just an opportunity to demonstrate your approach to content writing.