**Job Description**

**Role title**

Content Manager

**Purpose of role**

Work closely with the Group Chief Education Officer, Head of Group Education Insight and Projects, Regional Directors of Education and school leadership teams around the Cognita community to curate high-quality and impactful learning content to support internal knowledge sharing to allow improvement (Knowledge Animation).

Please note that this is a part time role working 3 days a week or equivalent compressed hours can be considered.

Reporting to**:** Head of Group Education Insight & Projects

**Key responsibilities**

Content and platform management

* Manage internal Knowledge Animation activities within Cognita, preparing and curating high-quality content for sharing, including documents, videos, web materials and podcasts.
* Proactively manage Cognita’s Knowledge Animation platform, determining content to be added to site, writing all accompanying copy and taking responsibility for all design elements on the site.
* Produce large volume of targeted, engaging content including videos, stylised PDFs, infographics, visuals and podcasts, for differentiated audiences. Editing all assets to ensure alignment with Cognita branding guidelines.
* Work with the Group IT Team to ensure functionality of Cognita’s Knowledge Animation platform, facilitating improvements to the platform and ensuring access for all relevant users.
* Actively research recent trends, new publications and new evidence in education and leadership, ensuring internal platform remains up to date and includes innovative thinking for school leaders.

Engagement with Cognita community

* Maintain close relationships with Cognita regional teams and School Leadership Teams (through regular communication), allowing for the proactive identification of leading practice across the community and continual evaluation of our Knowledge Animation work, including through data analytics.
* Provide guidance, training and advice to Cognita colleagues preparing content to be shared with the community and users of Knowledge Animation platform.
* Work with Cognita regional teams to ensure effective representation of the whole Cognita community on Knowledge Animation platform.

**Person Specification**

All criteria listed below are essential unless otherwise stated.

|  |  |
| --- | --- |
| **Skills and capabilities** | * Excellent communication skills, including copywriting skills and verbal communication skills – both when speaking with internal colleagues and range of external organisations * Excellent research skills, facilitating an awareness of the international education landscape * Collaborative skills, understanding the importance of gaining support, feedback and communicating regularly with different audiences * Openness to nuance in understanding different geographical, linguistic and cultural contexts, working with a range of stakeholders * Learning disposition and desire to ensure continuous improvement of self and work * Self-management of schedule and self-starter * Excellent attention to detail, producing accurate work that can be shared with both internal and external audiences * Positive outlook with acceptance that working in a complex system brings challenge and diverse perspectives that add to our understanding and environment. |
| **Technical**  **capability** | * Document, website, podcast and video editing skills * Advanced Microsoft Office skills, including Word, Excel and Powerpoint * Ability to manage website * Experience of using Adobe Creative Apps (or equivalent) to create videos, podcasts and graphics |
| **Experience** | * Experience within the education sector (desirable) * 2+ years of content creation experience * Experience of managing a website/intranet/learning platform * Proficiency in Spanish, including for conversation and writing (desirable) |