



CDUK

With a varied customer base, CDUK is a people focussed business, providing support to large organisations, the education sector, Special Educational Needs, and music. Due to recent business growth and forthcoming exciting projects, we are looking to add to our team. If you are creative, passionate about helping people, digitally proficient and enjoy creating fun, informative content, we would love to hear from you.

JOB DESCRIPTION

Post:	Social Media Content Creator
Job Purpose:	Create digital content for all facets of the business across social media platforms and updating/maintaining websites
Hours:	20 hours per week
Duration:	Permanent AFTER trial basis
Days:	Monday to Friday (hours/days negotiable)
Wage:	£10.42 - £12 per hour dependent upon experience
Responsible To:	Managing Director

Main Responsibilities

- Create a variety of visual social media posts.
- Updating websites. (By code and management systems)
- Record new content through photography and video.
- Create graphics and imagery using imaging and video software.
- Liaise with the Managing Director and Business Development Manager to agree strategy and content.
- Photography of products for the website and marketing material.
- General office/administrative duties.
- Manage content output and Meta Suite.

Personal Specification

Personal Attributes Required (considerations)	Essential (E) Desirable (D)	Assessed Application Form (AF) Interview (I)
Qualifications/Training		
Relevant Digital Media or Digital Marketing	D	AF
Experience		
Creating social media posts	E	AF - I
Image editing software	D	AF - I
Video editing software	D	AF - I
Creating/updating websites	D	AF - I
Personal Attributes		
Creative	E	AF – I
In-depth knowledge of social media platforms, algorithms, and trends	D	AF – I
Excellent written and oral communication skills	E	AF – I
Verbal and written communication skills	E	AF – I
Self-motivated	E	AF – I
Customer service skills	E	AF – I
Prioritise workload	E	AF – I
Punctual	E	AF – I
Organised	E	AF – I
Attention to detail	E	AF – I
Desire to learn and develop	E	AF – I

Last updated: 30th November 2023

By: Kevin Kearley
Managing Director