

## **Content Editor - Sportplan Ltd.**

### **Haywards Heath. West Sussex**

Since 2002 the Sportplan website has provided coaches worldwide with online tools and resources for a large number of sports. Our users range from team coaches to teachers and National Governing Bodies.

### **Job Role:**

Working closely with the Marketing Executive, the successful candidate will be responsible for the editing and uploading of new content to the website, in preparation for use in the weekly email newsletters.

Other day to day tasks will include:

- Basic image and video manipulation (clipping, cropping and resizing)
- Contributing ideas for use in future marketing campaigns
- Creating and editing new user guides
- Uploading new drills and session plans to the website
- Writing and editing content for the website across all sports (new training drills and session plans)

### **Essential:**

- Ability to manage and prioritise own workload
- First class attention to detail and research skills to ensure factual accuracy
- Fluent written and spoken English with excellent spelling, punctuation and grammar
- Have a knowledge of and passion for sports
- Proficient using Microsoft Office (Word and Excel)
- Willingness to learn new skills

### **Desirable:**

- An eye for creating engaging online content
- Experience of using photo and video editing software for Mac
- Familiarity with content management systems
- Knowledge of HTML
- Previous experience in a similar role or educated to degree level in a relevant field

### **Additional Information:**

Salary £16,000

This role is subject to a 3 month probationary period

This is a full time permanent post to be based at our office in Haywards Heath

### **How to apply:**

Please send your CV and a covering letter to Alex Blackman at [jobs@sportplan.net](mailto:jobs@sportplan.net)

We will be reviewing applications and expect to schedule interviews for early July.  
If you are selected for an interview we will contact you by email.

\*\* Please, no agencies \*\*