



Job title: Content Executive

Service: Digital Marketing

Location: Home based

Hours: 22.5 hours per week (part-time)

Salary: Grade 3 (lower) point 20-23: £28,315 – £31,073 FTE (£17,218.58 - £18,895.74 pro rata, per annum + £480 home working allowance)

Contract type: 12 month contract (with the aim of being made permanent)

We are looking for a skilled web copywriter who is passionate about creating helpful content for families and comes with a track record of working with subject experts to translate difficult topics online. You will have the opportunity to develop and shape a distinct area of our upcoming website and provide direct support to families looking for information and help as part of Family Action and our helpline, FamilyLine's digital offer.

This is a part time role with the flexibility to fit around candidates' lives and brings with it the chance to make a real difference to families looking for help and guidance.

At Family Action we transform lives by providing practical, emotional and financial support to those who are experiencing poverty, disadvantage and social isolation. We have been building stronger families since 1869 and today we work with more than 60,000 families in over 150 community based services, as well as supporting thousands more through national programmes and grants.

We are committed to Equality, Diversity & Inclusion in all that we do and welcome applications from all sections of the community. We particularly welcome applications from Black, Asian and minority ethnic candidates, LGBTQIA+ candidates and candidates with disabilities because we are committed to increasing the representation of these groups at Family Action. We know that greater diversity will lead to even greater results for families and children and strive for our workforce to be truly representative of the diverse communities we support. We offer a guaranteed interview scheme for disabled applicants and will reimburse your travel cost if you attend an interview.

What will we offer you?

We'll offer you a generous pension scheme and leave entitlements, eye care vouchers, a cycle to work scheme and other great benefits. All roles in Family Action are open to a discussion about possible flexible working options, subject to business needs, and all new starters will have the right to make a flexible working request from day one of employment. We have an excellent wellbeing offer and we will invest in your professional development with on-going quality training and career development opportunities. You'll join an established, supportive and high-performing service and have the opportunity to thrive in an innovative organisation that values your opinion, encourages learning and has the needs of children and families at its core.

We are forward looking, ambitious and committed to continuous improvement. We are a people focused, can-do organisation, which strives for excellence in all we do and operates with mutual



respect. If you share these values and behaviours and have the necessary skills then we look forward to hearing from you.

Next steps:

- **To apply:** fill out the [Application Form](#) and email it to: completed.application6@family-action.org.uk
- **To learn more about Family Action:** check out our [Recruitment Pack](#)
- **To learn more about Family Action's terms & conditions:** check out the [Summary Terms & Conditions of Employment](#)
- **To help us fulfil our commitment to encouraging diversity and promoting equal opportunities:** fill out our anonymous [Equality & Diversity Monitoring Information survey](#)

Closing date: Monday 1st April 2024 at 17:00

Interview date: Weeks commencing 8th and 15th April 2024

For direct queries with the hiring manager, please email: matthew.dennis@family-action.org.uk

Appointments are subject to Family Action receiving a satisfactory disclosure from the Disclosure and Barring Service.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

ID: 1112