| Lion Hudson Limited is committed to publishing quality literature, worldwide, true to the Christian faith. We publish books and other media for adults and children under multiple imprints. We publish accessible books that reflect a Christian worldview to a general audience as well as resources for Christian families, individuals and communities. Our books, especially our illustrated colour books, are translated and sold around the world. |
| --- |
| Job Title | **Website Content Manager** |
| Department | **Editorial: commissioning** |
| Location |  | **Oxford office** |
| Reports to: |   | **Senior Commissioning Editor** |
|  |
| Level: | Type of position: | Hours per Week: |
| ~~Administrator; Co-ordinator;~~ Controller; ~~Manager;~~ ~~Senior Manager;~~ ~~Director~~ | ~~Full Time /~~ Part-time ~~Permanent/~~ Temporary | 3 days: 21 hours e.g. 9am- 5pm Flexi hours in handbook  |
|  |
| General Description of the job |
| **Responsible for the content on Lion Hudson the website(s) including written text, images and multimedia.** The company website and affiliated sites are the shop window and front door of our publishing business. Lion Hudson requires a continually fresh approach to sourcing and adding content to the website. The role involves **managing** content, maintaining **Web** design and answering consultation questions.  |
| Main Duties of the post |
| 1. 80% | **Content Management for** [**www.lionhudson.com**](http://www.lionhudson.com) **and affiliate websites.**Taking the lead role in maintaining and developing the front of house portal for Lion Hudson Inc. Includes creating website landing pages for book products and communicating about author, customer and supplier services.This requires attention to detail, creative thinking and basic knowledge of book related website information technology. Organizing and writing text. Sourcing or creating photographic content for posts. Linking other content to other web pages. Linking to social media and multimedia platforms.Having the ability to write for specific target audiences appropriate to our imprints and book titles: from parents of young children to school teachers to clergy to academics at theological colleges seeking undergraduate textbooks.Tasks include proposing site content, style and appearance using agreed tools and daily use of web content management systems (CMS).  Carrying out quality assurance checks on content, reporting technical problems to IT support staff. Collaborating with e-commerce service providers e.g. e-commerce banking, book wholesalers, software providers.Supporting product advertising to consumers (English language) and B2B catalogues for local, national and international partners. Corporate postings: news, recruitment, staff information and images, services to authors, customers and suppliers.Metadata checks to include liaising with commissioning editors to approve long and short descriptions, biographies of authors and back cover copy for ONIX |
| 2. 10% | **Website planning and usage.*** Attend meetings to plan website developments and manage the website budget with supervision
* Present website usage statistics and writing reports for senior managers, clients and partnership organisations.
* Other aspects of the job would be: to meet deadlines, present to others, to build relationships website partners.
 |
| 3. 10% | **In-house website content specialist:** Keep abreast of developments in the publishing industry and share best practice. Attend industry events and participate in forums or relevant trade groups on behalf of the company. |

**Required Skills and Capabilities**

**GOR:** Due to the nature of our publications and the author community that we publish, this role has a Genuine Occupational Requirement (GOR) to be a practicing Christian in communion with a Christian community whose statement of faith aligns with the Nicene Creed.

**Core competences:**

* Creative skills to find interesting ways to present information and to generate new ideas
* Digital competence regarding book marketing
* Solid writing and editorial skills
* An understanding of books sales and marketing in the UK and internationally
* A willingness to learn from competitor book marketing campaigns
* A solid understanding of book metadata and how that is used in a website
* Attention to detail
* Good verbal and written communication, presentation and interpersonal skills
* Be theologically aware, biblically literate and spiritually sensitive
* The ability to make some independent decisions and show initiative
* Strong sense of ownership, responsibility and accountability
* Team awareness and collaborate with others in a team environment,
* Being flexible and the ability to multi-task
* A commitment to continuous learning (including learning publishing IT systems/upgrades)
* Content Management System experience preferable
* Knowledge of web design, desktop publishing and photo editing would be useful

**Core skills:**

* Proficiency in MS Outlook, Word, Excel and PowerPoint.
* Proficiency in Adobe InDesign and PhotoShop would be advantageous
* Basic understanding of languages and cultures may be beneficial as we increasingly communicate with our international rights partners through the website

**Education:** Graduate.