EDITORIAL COMMUNICATIONS MANAGER

**Our charity:**

It’s an exciting time to be joining The Mix. We are a new charity created by the recent merger of two of the UK’s leading youth support charities.

The Mix is a free, confidential information and support service for under 25s, helping over 3 million young people in the UK each year.

Whatever issue a young person is facing, The Mix is always there for them - online, over the phone or via social media. We connect young people to experts and their peers to talk about everything from money to mental health, from homelessness to jobs, from break-ups to drugs.

Today’s young people face an unprecedented range of challenges including a rise in mental health problems, soaring rents and high levels of debt. They are the first generation worse off in physical and emotional terms than their parents. The Mix’s mission is to ensure that every young person can make an informed choice about their wellbeing - wherever and whenever they are:[www.themix.org.uk](http://www.themix.org.uk)

**Overall purpose of the post:**

The Mix has an exciting opportunity for an enthusiastic individual to join the Communications team. You will be responsible for engaging with our diverse community of 9 million users (2 million in the UK) in a number of different ways. These include writing articles and social media content, turning insight and research into digestible content, supporting with marketing copy, press releases and video scripts, undertaking interviews and commissioning articles from experts, celebrities, influencers and freelance writers. You will own the written house style for The Mix, and ensure all written content falls within these guidelines - this will include copywriting and proofing for corporate and business documents when needed. You will also be required to project manage funded projects which are proportionally heavy with editorial content.

The successful candidate will have creative flair, a well-organised approach and a specialist understanding of the issues facing people aged 11-25. You will be responsible for ensuring that our features and advice content is engaging and informative, and are aligned with our overall communications strategy. You will provide editorial direction and vision for The Mix’s website, ensuring the creation, commissioning, editing, uploading and promoting of accurate, compelling information and support content for young people using the most modern and relevant media types.

Experienced in working within a communications and marketing team, managing suppliers, editors, stakeholders and subject matter experts, you’ll have exceptional interpersonal and influencing skills, with the ability to appropriately communicate messages to a variety of audiences. IT literate, you’ll be competent in both Microsoft and Adobe packages.

**Responsibilities will include:**

* Developing and producing articles across a wide range of formats, channels and to a broad range of external audiences.
* Oversee the production of all editorial content published on our digital services and any other editorial collateral, including the provision of editorial and content services for The Mix external contracts and projects
* Responsibility for the content on the website, what it looks like, the tone and how it fits together with social
* Generation of effective ideas and commissioning external and internal writers
* Build and maintain relationships with other youth organisations to enrich the content offering at The Mix
* Experience of successfully bringing about organisational change in how content is devised, produced and managed, including maintaining an editorial House Style Guide and ensuring communications falls within guidelines set
* Develop the editorial offering on all our content platforms (including social media, The Mix website) through continual cycles of competitive review, analytics insight and consultation with young people and organisations that represent young people.
* Collaborate with the Youth Engagement Team when running co-creations to communicate with young people, and represent their views
* Commission relevant graphics for website articles, and social media, by briefing our Graphic Designer
* Use of social media strategies to amplify the impact of our written content
* Find new ways of stimulating current audiences and reaching new audiences, through regular assessment of content quality, direction, features and insight
* Experience of successfully bringing about organisational change in how content is devised, produced and managed

**Person Specification:**

We are looking for a dynamic individual with a real passion and enthusiasm for helping young people to improve their lives.  A professional editor, you’ll have proven experience both in editorial management, and in a hands-on editorial capacity. With an eye for detail, and exceptional written skills, you’ll be adept at both proof reading and writing copy. An enthusiastic researcher, you’ll have the ability to identify and locate appropriate experts and rigorously check all product content is factually accurate. With end-of-line decision making responsibility, you’ll be meticulous in your work and ensure all work is completed to the highest possible standard. With strong time management and organisational skills, you’ll work well under pressure.

* A minimum of three years’ editorial experience
* Understanding of how written content can be enhanced with appropriate graphics, social media messaging, and how to effectively engage audiences using video content; this post is key to pulling together the teams who work on The Mix’s website and content
* Experience of using CMS and basic knowledge of using the Adobe Suite

**Reporting to:**

* Director of Brand and Innovation

**Location:**

* The Charity’s service hub in 8 Glentworth Street, London, NW1

**Terms and Conditions**

**Salary:** £25-30,000 per annum pro rata (depending on experience)

**Contract:** Permanent

**Location:**While based at our Baker Street office in London, flexible working is welcomed, with occasional location independent working required in line with business needs.

**Pension:** 4% employee contribution secures 4% employers’ contribution to stakeholder pension scheme.

**Hours:** This post is full time Monday to Friday with 35 working hours a week. Some evening and weekend work will be required for which time of in lieu may be given.

**Annual leave:** You will be entitled to 35 days of holiday pro rata, which includes the 8 Statutory Bank Holiday during each year.

**Benefits:**

* Flexible and remote working available
* Childcare vouchers
* Eyecare vouchers
* Life assurance
* Weekly staff socials, plus Summer and Christmas Party
* Central London location
* Clinical supervision offered for front line services staff
* Coaching Environment
* Learning, development and training options

**To apply, please send your CV and covering letter detailing how you meet the person specification to** **workforus@themix.org.uk**