

SAM Learning Limited

Job Description

Job Title: Assistant Content Coordinator

Reports to: Senior Commissioning Editor

Purpose of Job: To coordinate SAM Learning content development in line with the 2-year Content Plan.

Main Responsibilities:

- **Content development**
 - Upload and save scheme of work text files as required.
 - Develop and move content within the authoring tool in liaison with the Senior Commissioning Editor / Commissioning Editor.
 - Ensure all content adheres to the SAM Learning Style Guide whilst ensuring consistency.
 - With guidance edit content for sense, check answers and ensure it is in line with the appropriate curriculum and Key Stage.
 - Manage a filing system for all content in development.
- **Sources and artworks**
 - Ensure copyright is sourced for all external sources in conjunction with the Content Editor.
 - Commission new artworks as required, providing clear briefs.
 - Check all artworks against original briefs.
 - Ensure all new artworks are checked and approved by authors.
- **Manage proof reading**
 - Commission and liaise with proof readers and student reviewers to check all content.
 - Ensure authors make corrections based upon proof reader and student reviewer's comments.
 - Liaise with Senior Commissioning Editor / Commissioning Editor regarding content queries.
- **Support authors**
 - Provide support for authors writing content.
 - Work as point of contact for issues with Author Help Files and authoring tool and answer any technical questions.
 - Liaise with authors regarding proof reader and student reviewer comments and ensure they make changes in a timely manner.
- **Publish materials**
 - Publish content on live website through the authoring tool in a timely manner in line with the 2-year Content Plan.
 - Ensure content appears correctly on website.

- **Software development**
 - Support team members to prepare Briefs for Software for content and software enhancements.
 - Liaise with Magic and the Software team to come up with solutions for new problems.
 - Document errors on Content Error Log and ensure completion.
 - Test new content and software items are in line with Briefs
- **Customer feedback on current content**
 - Respond to feedback from current subscribers as required.
 - Make amendments to the current content based upon customer feedback.
- **Customer feedback on current content**
 - Support Content Team in an administrative role.

Person Specification

Competency	Evidence	E/D
Knowledge and skills	PC literature (Word, Excel)	E
	PC literature (Flash, Photoshop)	D
Eye-for-detail	Maintain the quality and consistency of all content by following the SAM Learning Style Guide.	E
Editorial	Interest in developing editorial skills.	D
Planning and organisation	Plan work load on a daily basis while keeping in mind deadlines in line with 2-year Content Plan.	E
Project management	Experience of managing projects.	D
Liaison and networking	Liaise with all departments internally and externally, maintaining good relationships with colleagues, authors and proof readers.	E
Teamwork and motivation	Working in a positive team environment that both challenges and develops professional experience and being able to work alone.	E
Initiative and problem solving	Being pro-active and finding solutions to issues that arise.	D
Service delivery	Respond to all content related queries as they arise.	E

E - Essential
D - Desirable