



BPP Job Description

Job Title	Content Officer
Department	Careers and Employability, Group Education Services
Location	Home and office based (London or Manchester BPP Centres)
Travel requirements (if applicable): Travel to other BPP Centres on occasion	
Contract type	Full time and permanent
Hours of work	37.5 hours. Occasional evening and weekend work may be required, earning time off in lieu.
Reporting lines	Reports to Skills, Content and Resourcing Manager
Responsible for:	N/A

Job Purpose

The Content Officer plays a key role in supporting the delivery of high-quality, accessible, and engaging skills and employability content across multiple platforms. Working within the Skills, Content and Resourcing team (part of the Careers and Employability service), and liaising with key stakeholders (including Professional Development Consultants and the Client Relationship team), the postholder will ensure skills and professional development content requirements are effectively maintained to support and enhance learners' and graduates' career development, job search and skills.

Key responsibilities

Content Management

- Maintain and update skills and employability content on BPP's digital platforms (for example, BPP Futures, Quark).
- Ensure content is accurate, inclusive, accessible, and aligned with BPP's style guidelines.
- Support the creation and scheduling of other resources, including blogs, guides, videos, and interactive tools.
- Test and update links and QR codes to online resources on digital platforms and promotional materials.

Editorial Support and Quality Assurance

- Proofread, format and (where appropriate) tag content produced by key stakeholders, including Professional Development Consultants, Skills and Content Developers and the Client Relationship team.
- Be conversant with the BPP Style Guide and liaise with the Style team where necessary to ensure knowledge is kept up to date.
- Provide support to skills and content creators/designers/delivery team to ensure content standards are understood and adhered to.
- Conduct regular content audits to identify outdated or underperforming content and liaise with appropriate teams to agree actions relating to such content.
- Ensure compliance with accessibility standards and BPP policies.

Collaboration and Communication

- Liaise with Professional Development Consultants, the Client Relationship team, Careers Skills Coach and Skills and Content Developers to inform them of the content update cycle, as well as gathering, sharing and updating relevant content.
- Support the promotion of events, workshops, and campaigns through digital channels, including the creation of promotional materials such as posters in collaboration with event leaders.

Other duties

- Work with Skills, Content and Resourcing Manager to ensure content creation and updating schedules are adhered to, highlighting any risks during these schedules.
- Attend occasional events where appropriate to support other members of the Careers and Employability team, including International Induction and Graduation.
- Assist the Skills, Content and Resourcing Manager with key activities and updates as required.
- Routine data management and reporting, including monitoring usage of content on various digital platforms, and sharing such information with key stakeholders.
- Any other related tasks as required by the Associate Dean and/or Skills, Content and Resourcing Manager.

Skills, experience & qualifications required – Essential

- Demonstratable relevant experience within a similar role
- Strong attention to detail
- Flexible with the ability to learn quickly in a fast-moving environment
- People-oriented
- Self-motivated with strong problem-solving skills
- Confident and skilled verbal and written communication skills
- Team player who takes initiative and ownership
- Experience of working with different stakeholders
- Proficient in Microsoft Office applications
- Proactive and willing to go the extra mile
- Excellent administration skills
- Strong organisation and time management skills
- Demonstrate BPP values – Stronger Together, Everybody Matters, Trust and Respect, Embrace Change, Student, Learner and Client Centric

Skills, experience & qualifications required – Desirable

- Educated to a degree level
- Experience of working in an office environment
- Knowledge of Canva software

Please note that this role may involve working hours to cover evening and weekend demands as necessary, and travel to other BPP centres.

The successful candidate will be required to undertake an Enhanced DBS check.

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands, and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).