

**JOB DESCRIPTION**

**Content Producer**

**Vacancy Ref: NXXX**

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| **Job Title:** Content Producer | **Present Grade:** 5S |
| **Department/College:** Centre for Research and Evidence on Security Threats, Psychology | |
| **Directly responsible to:** Communications Director | |
| **Supervisory responsibility for:** NA | |
| **Other contacts**  **Internal:**   * CREST staff at Lancaster University (LU), members of various departments at LU (e.g. Psychology), central University.   **External:**   * Academics at UK HEIs. National and International Stakeholders including the public | |
| **Purpose:**  To translate knowledge on police culture through products (e.g., toolkits) and workshops.  **Major Duties:**  Working as part of the Communications team within CREST, and reporting to the Director of Communications, you will:   * Translate academic research on organisational culture to create materials for policing audiences (e.g. guidance documents, toolkits, presentation materials). * Attend, support the planning, and contribute to Organisational Culture workshops involving police delegates and academic experts; assist in capturing outputs and insights for translation into final materials. * Write, subedit, and quality-check written content for a range of communications materials, including reports, presentations, articles, and promotional content. * Have the proven ability to manage complex, multi-stakeholder communications projects simultaneously and respond flexibly to feedback from both academic and stakeholders. * Identify and source photographic or graphic images to accompany and enhance the communication of outputs. * Assist in the review of academic evidence * Handle sensitive information appropriately and work in line with confidentiality requirements. * Undertake other communication duties as required by the Communications Director and project team. | |