

**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
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| **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.
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