JOB DESCRIPTION
Content Producer
Vacancy Ref: N2663

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Content Producer</th>
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<td>Present Grade:</td>
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| Department/College: | Centre for Research and Evidence on Security Threats, Psychology |

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<th>Directly responsible to:</th>
<th>Communications Director</th>
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| Supervisory responsibility for: | N/A |

**Other contacts**
**Internal:**
- CREST staff at Lancaster University (LU), members of various departments at LU (e.g. Psychology), central University.

**External:**
- Stakeholders, particularly members of the security and intelligence agencies and law enforcement.

**Purpose:**
Produce high-quality written content to help promote the research profile of CREST – and LU more broadly – and to oversee the effective development of ongoing strategic relationships with research and content partners (stakeholders).

**Major Duties:**
Working as part of the Communications team within CREST, and reporting to the Director of Communications, you will:

- Help LU to build engagement with stakeholders by developing impactful print and digital communications that promote the University’s research profile.
- Write, subedit, and quality-check written content for a range of communications materials, including reports, presentations, articles, and promotional content.
- Engage with members of CREST and various departments at LU to identify areas of research expertise that are relevant to stakeholders.
- Support the creation of training materials that address the key needs of stakeholders.
- Liaise between members of the University and stakeholders to ensure that there is ongoing and effective communication that builds strong working relationships between organisations.
- Help to organise and host workshops between staff at LU and stakeholders.
- Contribute to the creation of new formats for translating and communicating research, including audio and visual, and innovative interactive media, to aid engagement with our work.
- Be highly motivated, astute, and proactive, with a demonstrable track record in delivering high-quality written content for a range of communications channels.
- Be able to build and maintain networks of internal and external stakeholders and work with energy, generating innovative solutions to challenges where there may be no clear precedent.
• Use Microsoft Word to present written communications in line with CREST’s style guide and written production guidelines.

• Have the proven ability to manage complex, cross-discipline communications projects simultaneously.

• Be able to work with confidential and sensitive information.

• Undertake other communication duties as required by the Communications Director.