



JOB DESCRIPTION

Job Title:	Content Executive
Term:	Permanent
Responsible to:	Digital, Web & Content Manager
Responsible for:	N/A
Base:	London

The IMarEST (a registered charity) is an international membership body and learned society that brings marine engineers, marine scientists and marine technologists together into one multi-disciplinary professional body.

The largest marine organisation of its kind, it spans 128 countries and works to promote the scientific development of marine engineering, science and technology, providing opportunities for the exchange of ideas and practices and upholding the status, standards and expertise of marine professionals worldwide. Members are able to gain professional registration through the Institute (such as Technician, Incorporated, Registered or Chartered status).

The Content team is responsible for both the provision of knowledge resources to the IMarEST's global membership of marine professionals in support of their professional development, and also supporting and enabling the creation of new content by the Institute, from its activities and its members.

Regarding knowledge resources, this involves the management and development of the Institute's Virtual Library and its component parts, which include access to journals, eBooks, the Institute's Digital Archive, and IMarEST TV – the Institute's lecture capture and video on-demand platform used to record or live-stream IMarEST events around the world, with the Content team conducting editing and publishing of recordings. The team also manages the provision and curation of content in IMarEST Echo, the Institute's professional development platform, and supports teams and members in its use.

As for enabling the production of new content, the Content team supports in the Institute's publishing activities when it comes to books, journals and conference proceedings, and provides training and support to volunteers to record content for IMarEST TV. The Content team therefore works closely with all IMarEST teams, including Marketing and Communications, Events, Technical & Policy and Membership & Professional Development, as well as the Institute's member-led Special Interest Groups and global network of Branches.

To support this growing area of activity, the Institute is seeking a new Content Executive to join the team.

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Context

The role will directly support the IMarEST's strategic plan, namely (but not limited to) the following strategic goals:

Strategic Goal 1.2

To Promote Professionalism and Technical Leadership

- Providing technical leadership and sharing knowledge

Strategic Goal 2.1, 2.2, 2.4,

To Support the Development and Sustainability of the Marine Sector

- Supporting the implementation of the UN Sustainable Development Goals
- Raising awareness of the importance of marine professions
- Encouraging and enabling the marine sector to attract, develop and retain talent

Strategic Goal 3.1

To be a High Performing Organisation Delivering Strong Value

- Delivering value and excellence

And the role will also help teams and volunteers support the aims of the Institute's content strategy:

1) To be Relevant:

- a. Create and provide content relevant to IMarEST audiences

2) To Engage:

- a. Create and provide content which is engaging, quality assured and up to date

3) To Share:

- a. Ensure relevant content is shared as widely as possible across a range of channels and media

Responsibilities

IMarEST TV

- Editing of new IMarEST TV recordings uploaded by volunteers from around the world.
- Publishing of edited recordings on the website and in IMarEST Echo for members to access, and if permission has been granted, on YouTube for public audiences.
- Provision of training and support to staff and volunteers in using the IMarEST TV platform to record or live-stream content.
- Conduct IMarEST TV recordings of IMarEST events as required.

IMarEST Virtual Library

- Sourcing, preparing and uploading of Institute outputs to the IMarEST Digital Archive.
- Identifying any remaining materials and gaps that still need digitizing and/or uploading to the IMarEST Digital Archive.
- Providing support to members and helping increase usage of the Virtual Library.

IMarEST Echo

- Sourcing, preparing and uploading of relevant content for IMarEST Echo and its different users (engineers, scientists, technologists, graduates, cadets, apprentices), including from suppliers.
- Providing support to members and helping to increase usage.
- Providing support to staff and teams as required.

Other content activity

- Supporting the Open Access publication of IMarEST conference proceedings through the uploading of papers to the digital platform Zenodo, and registration of DOIs with Crossref.
- Supporting the planned re-launch and ongoing production of *Transactions of the IMarEST*, an editor-reviewed Open Access journal authored only by IMarEST members.
- Provision of content related to IMarEST TV recordings, the Virtual Library and other outputs for IMarEST social media channels.
- Supporting the IMarEST website development project as required
- Ad hoc support to wider teams on content related activities.

Additional Notes

- Full training and support will be provided.
- This role may involve hours which sit outside of a standard working day.
- This post does not include any full-time line management responsibility, however on an ad hoc basis, you may be expected to work with HR to recruit interns to the Content function, develop their work plan and manage their internship.
- There may be a requirement to travel within the UK and internationally as part of the role.
- This post will be based in IMarEST HQ.
- The post-holder must be legally entitled to work in the UK.
- As a term of your employment, you may from time to time be required to undertake additional or other duties as necessary to meet the needs of the Institute.
- This Job Description is subject to your Contract of Employment which, in the event of conflict, shall take precedence. Your job description may be reviewed and amended in the light of any changes to the Institute as appropriate.

The Person

This post will suit a recent graduate interested in digital content, information management or knowledge management looking to gain experience in a global marine non-governmental organisation (NGO), learned society and membership body. No specific qualifications are required but a willingness to learn on the job and the ability to grasp complex issues quickly, analyse information and provide a written or verbal precis in an articulate and timely manner are essential. Sound judgement is critical as is the ability to prioritise under pressure. The incumbent must have an enthusiastic 'can do' attitude and a creative approach to problem solving and decision making.

Qualifications

University Degree qualified in a relevant subject or equivalent experience	Essential
Hold a marine science/engineering, or information/library services degree	Desirable
Membership of a professional body or learned society	Desirable

Required Knowledge, Experience & Skills

To be considered for this position, you must have, and be able to demonstrate:

Ability to communicate at a wide variety of levels	Essential
Attention to detail	Essential
Ability to prioritise and manage time effectively	Essential
A good command of the English language	Essential
Good web & IT skills with proficiency in Word, Excel, PowerPoint and Outlook	Essential

Additional Skills

Interest in the marine sector	Desirable
Interest in web, digital media or knowledge information systems	Desirable
Experience of using online knowledge information services, such as online journals, eBooks or digital collections	Desirable
Experience in web editing or development (e.g. HTML / CSS or using Web CMS)	Desirable
Experience of video editing or recording	Desirable
Experience of audio editing or recording	Desirable

Personal Attributes

Confident, challenging and self-sufficient	Essential
Good team player	Essential
Ability to form successful relationships	Essential
Ability to operate at strategic and tactical levels	Desirable

Salary and benefits

The IMarEST will offer the successful candidate an annual salary of £22-25k (depending on experience) and provides an attractive employee benefits package.

To apply for this opportunity please email a CV and a statement of suitability (no longer than two pages) to HR@imarest.org with a subject of "Content Executive" by Sunday 27 October 2019, explaining how you consider your personal skills, qualities and experiences provide evidence of your suitability for this role. Interviews are expected to take place the week of 4th November 2019.