



Archive and Content Delivery Lead

Welsh language skills are essential for this role

Why join S4C?

At S4C, we are passionate about creating a positive, active and inclusive work environment that reflects our core values:

Be Your Best, Proud of S4C, Celebrate Everyone, Go For It.

This is an exciting time to join our team as we continue to foster a work culture that puts people at the heart of the organisation and at a crucial time in the service's history as we implement our new strategy, **S4C - More than a TV channel**.

We are looking for a dynamic, empathetic and energetic individual who lives our core values to join our Archive and Content Delivery team, as a Leader in the field.

Job Overview

You will be responsible for, and play a key role in leading the Archive and Content Delivery team to manage the content delivered to S4C and all content within the S4C archive.

You will work with a range of internal departments, staff and external stakeholders (such as planning, production companies, access services and the relevant departments within BBC Wales) to build strong relationships to prepare and co-ordinate content, work on projects, share insights, and deliver results that align with our strategic goals. You will communicate regularly with internal and external stakeholders in order to track the status of material across platforms for S4C's services.

What will you do?

As a member of the Content Operations Department, and working alongside the Continuity & Presentation Lead, you will be responsible for overseeing S4C's output on a day-to-day basis, with responsibility for the content delivery and management elements of the archive.

As Archive and Content Delivery Lead you will:

- Work alongside the Publication and Presentation Lead, being the point of contact for issues or queries that arise on a day-to-day basis regarding the approval and publication of content on S4C's platforms.
- Be aware of our internal and external processes for preparing the schedule for multi-platform broadcasting.
- Co-ordinate and communicate with relevant departments within S4C and external companies and build strong relationships to prepare and co-ordinate content, work on projects, share insights, and deliver results that align with our strategic goals.
- Contribute constructively to regular meetings of the Content Operations Department.
- Maintain a constructive relationship with the production companies and the BBC when dealing with any issues that arise in relation to S4C's content, either directly with the production companies or with BBC representatives.
- Collaborate with the Content Operations team across all departmental issues, including business continuity, service development and continuity to improve departmental workflows and performance across all aspects.
- Have a thorough awareness of the S4C archive and its value, and deal with internal and external requests to use S4C programmes including rights and licensing issues or any other relevant aspect.

S4C /

- Watch content delivered prior to broadcast as required, and keep abreast of broadcast compliance issues in line with the relevant Ofcom guidance or S4C's internal guidance, offering guidance to staff and the production sector where appropriate.
- Assist and support S4C teams and beyond in identifying and selecting the content from the archive for use across platforms, for rebroadcasting and in the creation of new content.
- Deal with any issues or questions that arise in relation to programmes presented or to be delivered for publication on S4C's platforms. Offer guidance to resolve any issues and take steps to ensure that the delivery processes operate effectively.
- On behalf of S4C, and with others, you will work effectively with officials at the BBC, and ensure effective procedures for receiving and verifying S4C content, when broadcasting from Central Square.
- Lead the Senior Archive and Content Delivery Officer and Archive and Content Delivery Officers, ensuring they receive support to carry out their duties and objectives effectively.
- Be prepared to work out of office hours and on weekends as necessary.
- Collaborate with the technical and content operations teams in developing delivery methods and systems for digital content in line with S4C's strategy.
- Be a key part of the team leading on the development of new systems and workflows as technical and publishing requirements develop in line with S4C's strategy.
- Manage the department's budget.
- Any other reasonable duties.

As a Manager you will:

- Ensure that delivering our strategy is central to the team's work.
- Mentor staff to develop their skills by providing continuous support and feedback.
- Lead, manage and motivate your team, providing clear direction, targets and objectives, development opportunities and constructive and meaningful feedback in regular 1-1 meetings.
- Communicate effectively and work closely with colleagues and others to ensure that we realise our corporate objectives and creative excellence, and that we operate effectively, in line with our strategic commitments.
- Review and monitor the work and check its quality ensuring clear targets and guidance and giving support to ensure quality and performance development.
- Lead and manage service change and continuous improvement.
- Ensure the welfare of staff under your supervision, taking bespoke advice from your line manager or the People and Culture department as required.
- Ensure a positive and creative culture and create an environment that supports high performance, innovation, collaboration, well-being, development, engagement and empowerment of staff.
- Ensure that the staff under your supervision always work in accordance with S4C's policies and procedures including Health and Safety Policies, Data Protection, Finance, Risk Management, Equal Opportunities & Inclusion, and employment matters.
- Ensure a clear understanding of Ofcom's guidance and compliance elements as required.
- Contribute towards organisational projects e.g. a project to establish a new content management system for S4C; projects with external organisations that store the S4C archive.
- Live and promote S4C's values, as an individual and within your team.
- You will be expected to undertake any other reasonable work or responsibilities that arise from time to time and deputise on behalf of your Line Manager in their absence or as required in the areas related to your work.

You will succeed in this role if:

- You have experience in archiving, cataloguing and database maintenance systems.
- You have knowledge of the media, content and relevant technical elements.
- You have experience or interest in working with DAM (*Digital Asset Management*) systems.
- You have experience in research.
- You are an organised person who gives attention to detail.
- You have strong digital skills and are familiar with working with different software packages – e.g. Microsoft packages, broadcast systems.
- You have the ability to communicate and work as part of a team.
- You have an interest in the importance of conservation and compliance.
- You are able to solve problems and manage time effectively.

You will also:

- Be aware of S4C's strategy and ensure that you take personal responsibility to comply with all our policies and procedures as required, which includes working within health and safety guidelines, diversity and inclusion, data protection, financial guidelines and so on.
- Contribute in a positive way towards S4C's culture and deliver on its strategy.
- Contribute to and support the use of Welsh in the workplace.
- Collaborate with your line manager and be proactive in managing and developing your own performance.
- Ensure that you work in a positive, collaborative, cross-organisational manner, which develops excellent services for our viewers on all platforms and ensures a positive, energetic and inclusive working environment where everyone is treated with respect.

What will you get?

- The opportunity to make a real difference in an organisation that values people.
- Work in a flexible environment within one of our offices in Wales.
- S4C is committed to the personal growth of its employees, offering comprehensive training and development opportunities to improve skills and promote careers. This includes access to qualifications, in-house training, and continuing professional development programmes.
- Access to unique opportunities in the media sector including attendance at events and programme previews, panel discussions and internal updates.
- Employees have the unique opportunity to contribute to the promotion and preservation of Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with 10% contributed by S4C.
- 26 days of leave gradually increasing to 32 days in 9 years.

For an informal chat about the role please contact pobl@s4c.cymru.

In your application, please ensure that you highlight the skills and experience you have that are relevant to the role listed in the personal specification below and that are in accordance with our core values. Give clear examples that show why you are suitable for the job.

Person Specification

Feature	Essential	Desirable
Welsh	The ability to understand, communicate and write in Welsh	
Qualifications	Degree or equivalent experience	Qualification in archiving/research systems
Experience	<p>Experience of using digital/computer systems to organise, store and retrieve information.</p> <p>Experience in working with archiving, cataloguing and database maintenance systems.</p> <p>Experience of research in a previous or current position.</p> <p>Experience of effectively managing and leading a team.</p> <p>Experience of leading and collaborating in a team to realise and execute a strategy, with the ability to contribute towards digital transformation, continuous improvement, output and business/organisational needs.</p> <p>Experience of collaborating and building/maintaining strong relationships with stakeholders both internally and externally.</p>	<p>Direct experience of similar work, i.e. working as part of a TV Archive team.</p> <p>Experience of working with DAM (<i>Digital Asset Management</i>) systems.</p> <p>Experience of transforming systems or adopting new systems.</p>
Skills and Knowledge	<p>Strong skills and knowledge of the Archiving industry.</p> <p>Effective digital/computer skills.</p> <p>Effective people and team management skills.</p> <p>Excellent organisation skills and a continuous improvement mindset.</p> <p>Effective administrative skills.</p> <p>Effective communication skills; explaining complex information in a clear way to stakeholders with the ability to communicate with a range of colleagues and stakeholders both verbally and in writing in Welsh and English.</p> <p>Ability to run and introduce new systems to ensure effective departmental workflows.</p>	<p>Knowledgeable and familiar with media systems, content publishing and relevant technical/digital elements.</p> <p>Understanding of multi-platform publishing.</p> <p>Knowledge and understanding of the Broadcasting/Creative Sector.</p> <p>Understanding of relevant compliance guidelines and rules.</p>

	<p>Excellent attention to detail</p> <p>Ability to solve problems under pressure</p> <p>Ability to work proactively and positively with others.</p> <p>Ability to adapt quickly to a rapidly changing business landscape.</p> <p>Ability to create constructive relationships.</p>	
Personal Characteristics	<p>Effective communicator with the ability to communicate with a range of colleagues and stakeholders both verbally and in writing in Welsh and English.</p> <p>Understanding of and commitment to S4C's Diversity and inclusion Strategy and policy.</p> <p>A high level of personal integrity, expressed through conduct.</p> <p>Demonstrate Values and Behaviours that align with S4C's values.</p> <p>Willingness to work flexibly.</p>	

Other details

Location: S4C Office, Central Square, Cardiff (at least 2 days in the office)

Salary: £45,000.00 per annum

Contract: Permanent

Working hours: 35.75 per week- we are happy to discuss working hours and to consider applications from applicants who are looking for flexible or part time work. Due to the nature of the job, flexibility, including working outside of office hours, is expected on some weekends and bank holidays.

Holidays: In addition to the statutory bank holidays, you will be entitled to 26 days of holiday. If you are employed part-time you will receive a pro rata share of the holidays.

Probation Period: 3 months

Pension: Salaried staff are entitled to join a Group Personal Pension Scheme subject to the terms of any existing scheme which is amended from time to time. If you are a member of the Group Personal Pension Scheme, S4C will contribute 10% of your basic salary to the Scheme. You are expected to contribute 5%.



Travel: Occasional travel will be part of the job, usually within the UK.

Applications

Applications should be sent by **14.00 on 8 May 2026** to Pobl@s4c.cymru or People and Culture Department, Canolfan S4C, Yr Egin, Carmarthen, SA31 3EQ.

We do not accept CVs.

Applications may be submitted in Welsh. An application submitted in Welsh will not be treated less favourably than an application submitted in English.

Interview Date: Interviews due to take place on the **19 May 2026, S4C Office, Central Square, Cardiff.**

Using AI

If you choose to use AI or similar tools, make sure your responses are accurate, honest and reflect your own experience and words. Applications that are not original or generated by AI may be rejected.

During the interview, the use of AI or recording tools is not allowed, unless agreed in advance on the basis of accessibility. Any evidence of unauthorised use may result in your application being withdrawn.

Equal Opportunities and Diversity

S4C does not allow discrimination on the grounds of sex, race, colour, disability, ethnic or socio-economic background, age, family circumstances, marital status or civil partnership, full-time or part-time employees, religion, political viewpoint, sexual orientation, gender reassignment, pregnancy and maternity, use of language (except where the ability to communicate in Welsh is essential to the job) or other irrelevant difference and is committed to working with diversity in a way that is positive to the job.

S4C welcomes and encourages applications from under-represented groups of people, including black and minority ethnic groups and people with disabilities. The principles of fair and open competition shall apply and shall be determined on the basis of merit.

Welsh Skills

Welsh language skills are essential for this role. We are proud to be a Welsh language broadcaster, and we expect all team members to appreciate and respect the language and culture. We support and encourage learning Welsh in the workplace, and we are looking for someone who is open to developing their understanding and appreciation of the language as part of their journey with us. An application submitted in Welsh will not be treated less favourably than an application submitted in English.