

Content Information Editor (Metadata)

Welsh language skills are essential for this role

Why join S4C?

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

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

We are looking for a reliable, disciplined, and organised individual with excellent writing and analysis skills who lives our core values to join the Planning and Content Management Team.

This is an exciting time to join our team as we continue to develop our internal processes for the new future of broadcasting that includes streaming and multi-platform services.

Your primary responsibility will be to prepare and enrich the metadata within our system, which populates all S4C platforms. You will also support work that populates our system and prepare material for the media.

Metadata contains a variety of information, such as titles, billings and synopses, genre, keywords. This information is needed to help with the promotion of series and episode on partner distribution platforms such as BBC iPlayer, Samsung and LG. Training will be provided on the metadata aspects of the role as part of an induction.

What will you do?

As a Content Information Editor (Metadata) you will do the following:

- Produce a variety of attractive and accurate billings, programme summaries and descriptions.
- Play a key role in supporting the effective distribution of S4C content across a variety of platforms, including the S4C Clic app and third party platforms such as Sky, Freely, Amazon and Samsung- your words will be used when a person searches for a program, and appear for the viewer to read about the program/series to aid their decision in whether they want to watch it.
- Create, edit, and improve editorial metadata for S4C's catalogue of programmes in Welsh and English.
- Work as part of a wider organisational project to improve the metadata of S4C's post-programme catalogue, looking at specific content and to ensure engaging wording is noted for our programmes.
- Collaborate and work closely with colleagues within distribution, marketing, and platform management.
- Collaborate and build effective working relationships with production companies and other external stakeholders.
- Input data into S4C's Broadcast System Management (BSM) software.

- Support, populate and refine editorial information (multi-level) within our system's back end, and prepare material for the media.

To succeed in this role, you:

- Are an individual who is passionate about language, detail and storytelling, who is open to understanding the importance of content metadata that is accurate and engaging in today's multi-platform media environment.
- Will have excellent writing skills in Welsh and English, with a keen eye for detail and accuracy; strong experience of impactful creative or factual writing with the ability to summarise information into key themes.
- Will have experience of impactful creative writing, ideally in a media or editorial context - if you're used to writing 'tweets' or conveying a lot of information within a small number of words, you will be great at this job!
- Will have good technical skills, and the ability to be collaborative and flexible; someone who is ready to learn new systems and contribute to improving the visibility of Welsh language content across a variety of platforms.
- Are enthusiastic about S4C content – you will be watching a lot of it in this role!
- Are a strong communicator in both Welsh and English.
- Can demonstrate your high-quality editorial judgment and the ability to create appealing billings and summaries.
- Are confident in using digital systems and inputting structured data.
- Are aware of how audiences search for, discover, and engage with content across digital different platforms.
- Enjoy working independently in an organised and measured way, with the freedom to make decisions but also enjoy collaborating with a wider team.
- Can work to deadlines.

You will also:

- Be aware of S4C's strategy and ensure that you take personal responsibility to follow all our policies and procedures as required which include working within guidance on Health and safety, diversity and inclusion, data protection, financial guidance and so on.
- Contribute in a positive way towards culture and delivering on S4C's strategy.
- Contribute to and support the use of the Welsh language 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 way, which develops great services for our viewers on all platforms and ensures a positive, energetic, and inclusive working environment that treats everyone with respect.

What will you get?

- The opportunity to make a real difference in an organization that values people.
- Working 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 in-house training and continuing professional development programmes where appropriate.
- 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 the 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 line with our core values. Give clear examples that show why you are a good fit for the job.

Personal Specification

| Characteristic | Essential | Desirable |
|-------------------------------|--|--|
| Welsh | Strong Welsh language skills (verbal and written). | |
| Qualifications | | Recognised Welsh Language qualification. |
| Experience | <p>Experience of strong creative or non-fiction writing.</p> <p>Experience of editing a lot of information down to a small number of words.</p> <p>High quality editorial skills.</p> <p>Technically skilled, with experience of data input.</p> | <p>Experience of content distribution and/or marketing.</p> <p>Awareness of the multi-platform media environment.</p> <p>Awareness of the Welsh and UK broadcasting landscape.</p> |
| Skills and Information | <p>Working within a team successfully.</p> <p>Administrative experience and good office practice.</p> | |

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| Personal Characteristics | <p>Planning skills.</p> <p>Strong interpersonal skills.</p> <p>Excellent organisation skills, including the ability to prioritise diverse workloads with competing time limits.</p> <p>Excellent attention to detail and accuracy.</p> <p>Strong analytical skills.</p> <p>The ability to work in a flexible and positive manner.</p> <p>Support equality and diversity in the workplace.</p> <p>Solid skills and a confident user of Microsoft Office 365.</p> <p>Willingness to learn how to use other software packages specific to the maintenance of the department.</p> | |
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Other details

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| Location: | Carmarthen / Cardiff / Caernarfon (minimum 2 days in an office and continuous office period for the first two weeks for further training- this training is likely to take place in our Carmarthen or Cardiff office(s)) |
| Salary: | £38,171.00 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. |
| 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 **9.00 on Tuesday 14 April 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: Date and location to be confirmed; interviews due to take place on the 24th of April 2026.

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.