

## Digital Publishing Assistant

<b>Job Title</b>	Digital Publishing Assistant
<b>Department</b>	Publishing - Digital
<b>Travel</b>	Travel will not be a normal part of the job but you may occasionally be expected to travel to meetings and/or events as required.

### PURPOSE OF THE POST

S4C publishes content across digital platforms on a daily basis reaching hundreds of thousands of people, in Wales and beyond. S4C's presence on these platforms is a key part of the broadcaster's digital transformation, in a busy, challenging and exciting arena.

In this role you will provide administrative and practical support to the Digital Team, supporting S4C's multi-platform publishing strategy.

Your contribution will be vital as S4C transforms into a multi-platform content publisher.

### MAIN DUTIES AND RESPONSIBILITIES

The Digital Publishing Assistant will be responsible for assisting with the day-to-day tasks associated with managing S4C's digital content.

You will support the digital team, the Publishing department and the sector as a whole by providing effective platform administration. You will be responsible for clearing music and third party material and will collaborate with other departments within S4C to ensure compliance with copyright rules and requirements. You will also support the archive and delivery team, and be responsible for removing material without rights or which is out of contract. In addition, you will be involved in the content planning process across various digital platforms.

#### Duties will include:-

- Assisting with the day-to-day work of the digital team.
- Ensuring that S4C's digital content complies with copyright rules, taking responsibility for clearing music and third party content.
- Removing any content that is out of contract or without copyright on a weekly basis, ensuring compliance with copyright rules.
- Providing support for organising and storing digital content files, ensuring that everything is easy to locate and that the folder structure is correct.
- Supporting the team with liaising with music publishers, record labels, and other content owners to request permission to use their material.
- Supporting the tracking and recording of content clearances, ensuring content is up-to-date and compliant.
- Keeping detailed logs of the digital content to ensure that each is correctly recorded and distributed.

- Supporting the archiving of digital content to ensure compliance with legal and regulatory requirements.
- Assisting with the management and monitoring of S4C's social media channels.
- Monitoring compliance on YouTube: Ensuring that videos follow copyright rules to maintain monetisation, track rights and try to resolve issues related to the use of content.
- Supporting the loading, tagging, and planning of content on S4C's digital platforms.
- Collecting and sharing data from S4C's social accounts.
- Ordering and maintaining control of the digital team's administrative tools.
- Collaborating closely with other teams to ensure an effective flow of work through the department.
- Recording meetings when required, distributing minutes and action points as soon as possible after meetings.
- Supporting the implementation of new digital projects or campaigns, providing administrative and logistical support.
- Supporting the solving of basic technical problems related to digital platforms and referring more complex issues to the technical team.
- Assisting other departments when required, e.g. during holidays or illness or due to workload at times.
- Implementing Health and Safety arrangements, First Aid, Fire Plans and Business Continuity.
- Any other reasonable duties.

**You will also ensure that you:**

- Are aware of S4C's strategy, and ensure that you take personal responsibility to adhere to 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 way, 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.

## Person Specification

Feature	Essential	Desirable
<b>Qualifications</b>		Degree.
<b>Experience</b>	<p>Experience of working in an office using computer systems.</p> <p>Strong interest in digital media.</p>	Experience of working with digital content or public service broadcasts.
<b>Skills and Knowledge</b>	<p>High level of skills on Microsoft Office Word, Excel, PowerPoint, Outlook systems.</p> <p>Basic skills in using content management systems (CMS) and social media platforms (e.g. Facebook, Instagram, TikTok, YouTube, etc.).</p> <p>Exceptional organisational, planning and administration skills.</p> <p>The ability to multitask, maintain a flexible schedule, and change instructions and/or task.</p> <p>The ability to manage a variable workload, balancing scheduled tasks with requests for support from the team, which may have short deadlines.</p> <p>The ability to work flexibly with a variety of teams, building strong day-to-day relationships with colleagues.</p> <p>The ability to communicate correctly, orally and in writing to a good standard in Welsh and English.</p> <p>The ability to adapt quickly to a changing business landscape.</p>	<p>A basic understanding of copyright and compliance with third-party content usage requirements.</p> <p>An understanding of current trends in social media and digital content.</p> <p>Able to look at audience engagement data and measures</p>
<b>Personal Characteristics</b>	<p>A high level of personal integrity, expressed through conduct.</p> <p>Professional, with the ability to represent the digital team in a variety of situations.</p> <p>Energetic, self-starting, proactive, accurate and discreet are words that describe your attitude to your work.</p> <p>A keen interest in the field of digital media.</p> <p>Understanding of and commitment to S4C's diversity and inclusion policy.</p>	

	<p>Demonstrate Values and behaviours that are in accordance with S4C's values.</p> <p>Willingness to work flexibly.</p>	
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## Further Details

<b>Location:</b>	S4C has offices in Carmarthen, Cardiff and Caernarfon and operate a hybrid working policy. You are expected to travel to wherever S4C reasonably orders from time to time.
<b>Salary:</b>	£27,470 per annum
<b>Contract:</b>	Permanent
<b>Probation Period:</b>	6 months
<b>Working Hours:</b>	35.75 hours per week. Due to the nature of the position, flexibility is expected, including working outside office hours, some weekends and bank holidays.
<b>Holidays:</b>	In addition to the statutory bank holidays, you will be entitled to 26 days of paid holiday per year. (Please note that the annual leave will be pro rata if working part time).
<b>Pension:</b>	Paid 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 will be expected to contribute 5%.

## Applications

Applications should be sent by **12.00 on Wednesday 13 August 2025** by completing this [application form](#).

CV's will not be accepted.

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

## AI Use

If you choose to use AI or similar tools, please ensure your responses are accurate, truthful and reflect your own experience and words. Applications that are not original or are AI-generated may be rejected.

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

## **Equal Opportunity and Diversity**

S4C does not allow discrimination based on gender, race, colour, disability, ethnic background or social-economic background, age, family status, marital status or civil partnership, part-time or full-time employees, religion, politics, sexual orientation, gender reassignment, pregnancy and maternity, language use (except where the ability to communicate in Welsh is necessary for the post) or any other irrelevant difference, and it is committed to considering diversity in a positive way. S4C welcomes and encourages job applications from groups that may be under-represented, including females, black and minority ethnic people and people with disabilities. Open and fair competition principles are in operation and appointments are decided on merit.