



Senior Archive & Content Delivery Officer

Welsh language skills are essential for this role

Why join S4C?

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

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

We are looking for an organised, thorough and enthusiastic individual to join the Archive & Content Delivery team as a Senior Officer. This is an exciting time to join our team as we continue to develop 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***.

Job Overview

This is an exciting time to join S4C's Archive and Content Delivery team, as we fulfil our 'Digital First' strategy, and you will play a key role in managing the content commissioned by S4C, as well as the content in the channel's extensive archive.

You will work closely with relevant staff within areas such as planning and delivery, as well as relevant departments within BBC Wales. You will also communicate regularly with internal and external stakeholders (e.g. regular engagement with the production sector) to ensure that material is presented in a timely and accurate manner for S4C's services.

Your contribution will be vital as S4C continues to transform into a multi-platform content publisher, and as we work to unlock the value of our substantial archive collection.

You will work closely with the Archive and Content Delivery Lead, supporting them in all aspects of their work and deputising for them when they are not available, in line with the specific activities. Also helping to reform delivery systems across all S4C platforms whilst realising the Digital First Strategy.

What will you do?

As a Senior Archive & Content Delivery Officer, you will:

- Work closely with the Archive & Delivery Lead, and deputise for them when they are not available, in line with the following activities:
 - Co-ordinating and supporting the work of the department and team.
 - Acting as the main point of contact for inquiries received by the department that are not specifically related to daily broadcasting/publishing requirements - e.g. commercial applications for content licensing, educational requests, queries from the NLW Broadcast Archive Project.
 - Representing the department at any relevant meetings - e.g. Publishing, Schedules etc.

- Respond to queries and issues reported by relevant BBC (MCT) teams, as part of the process of receiving and managing the quality of content delivered and published on S4C's platforms.
- Identify and co-ordinate corrections for any quality issues (picture and sound) identified during the quality assurance or review process, minimising the impact on publication schedules.
- Collaborate across teams within S4C and with external partners, ensuring that all content elements are accurate and available in good time for publication.
- Ensure that accurate information is available to relevant departments within S4C and BBC Wales for the publication of content across platforms, including contact details and back-up content where appropriate.
- Work with internal teams (e.g. Legal, Partnerships) to respond to external requests for material from the S4C archive.
- Search, select, and license archive content, supporting its use. This will sometimes involve recording programme content and prioritising applications during busy periods.
- Develop and maintain a strong understanding of content rights, ensuring that all uses comply with licensing terms.
- Review content as required, ensuring it complies with S4C / Ofcom guidelines and standards.
- Contact production companies when necessary to correct or modify content, and share the relevant information with internal stakeholders.
- Maintain an understanding of Ofcom's requirements, and ensure that content meets relevant compliance requirements.
- Use Media Asset Management (MAM) systems, including S4C Systems, BBC Systems etc. to search, manage, and share content efficiently.
- Up-to-date understanding of technological developments, ensuring that working methods reflect best practice within the industry.
- Support the department's work to adapt communications systems across the content of all S4C platforms whilst realising the Digital First strategy.
- As well as performing any other reasonable duties as required.

You will succeed in this role if:

You are an individual:

- With experience of working in archiving and research.
- Who is organised, thorough and diligent.
- With effective communication skills (e.g. different stakeholders, collaboration, clarity).
- With experience of using digital/computer systems to organise, store and retrieve information.

You will also succeed if you have the skills and interest to develop yourself professionally by:

- Managing, researching and maximising archival material.
- Organising digital and physical media assets.
- Understanding record management and retention policies, and understanding archive standards and best practices.
- Working with and understanding MAM (Media Asset Management) systems.
- Understanding content production workflows.
- Managing workflows, and a willingness to ensure that they evolve into the best possible systems.
- Being aware of broadcasting rules and compliance requirements.

- Understanding archive content clearance procedures including copyright management, licensing rights, intellectual property and rights tracking restrictions.
- Organisational skills when accurately managing large volumes of content, and prioritising requests from production teams while dealing with requests efficiently.
- Enjoying the communications process when working with S4C's internal teams, stakeholders and the production sector.
- Being able to solve problems quickly and efficiently.

During your first three months you will be expected to:

- Use S4C's media asset management systems efficiently.
- Respond to internal and external queries in a professional and timely manner.
- Be able to search, select and license archival content.
- Work with colleagues to support the work of the department.
- Communicate clearly with stakeholders and internal departments.

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 Health and safety guidelines, diversity and inclusion, data protection, financial guidelines, 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 organisation 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 access to qualifications, in-house training, and continuous 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 the Welsh language and culture through their work.
- S4C offers a Group Personal Pension Scheme with a 10% contribution by S4C.
- 26 days leave gradually increasing up 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 are in line with our core values. Give clear examples that show why you are suitable for the job.

Person Specification

Characteristic	Essential	Desirable
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Welsh	Strong Welsh language skills both verbally and in writing.	
Qualifications	3 A Levels (or equivalent).	Degree or equivalent experience.
Experience	Experience of working with an archive. Experience of working with stakeholders and managing expectations. Experience of using digital/computer systems to organise, store and retrieve information. Experience of working with archiving, cataloguing and database maintenance systems. Experience of research in a previous or current position. Experience of collaborating and building/maintaining strong relationships with stakeholders both internally and externally.	Experience of using Media Asset Management (MAM) or Digital Asset Management (DAM) systems. Experience of involvement in systems change/reform. Experience of working with digital content delivery for various platforms.
Skills and Knowledge	Effective skills and knowledge of the Archiving industry. Effective digital/computer skills. Excellent organisational skills, and a continuous improvement mindset. Administrative skills, and effective attention to detail. Effective communication skills, with the ability to communicate with a range of colleagues and stakeholders both verbally and in writing in Welsh and English. Ability to prepare and submit updates, reports and action plans. Ability to work proactively and positively with others; effective collaboration. Ability to adapt quickly to a rapidly changing business landscape. Ability to create constructive relationships.	Understanding of production systems, content publishing and relevant technical/digital elements. Awareness of the broadcasting sector or creative industries. Awareness of multi-platform publishing.

Personal Characteristics	A clear understanding and commitment to S4C's Diversity and Inclusion strategy and policies. A high level of personal integrity, demonstrated through professional and trustworthy conduct. The ability to consistently demonstrate S4C's values and behaviours in the workplace. A willingness to work flexibly, responding to the needs of the role and the organisation.	
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Other details

Location: Central Square, Cardiff (minimum 2 days in office)

Salary: £36,000.00 per annum

Contract: Permanent

Working hours: 35.75 per week. Due to the nature of the role, flexibility is required, including working outside office hours, on certain weekends and bank holidays.

Probationary period: 3 months

Annual Leave: In addition to the statutory bank holidays, you will be entitled to 26 days annual leave. If you are employed on a part-time basis you will receive a pro rata portion of the leave.

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 United Kingdom

Applications

Applications should be sent by **9.00 on Wednesday 29 July 2026** to Pobl@s4c.cymru.

Interview Date: 5th August 2026, S4C, Central Square, Cardiff

We do not accept CVs.



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

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.

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

Equal Opportunities and Diversity

S4C does not allow discrimination on the basis 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 positive way.

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

Welsh language 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.