

Programme 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 on an interim basis until December 31st in order to complete this important work. We are happy to consider flexible work, part time or specific hours from applicants.

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 improve the editorial metadata associated with our programmes, ensuring that it is accurate, attractive and optimised for quick access and content.

Metadata contains a variety of information, such as: Technical: programme length, scores/ratings, Editorial: titles, synopses, genre, cast/creation, keywords, Images: serial and episodic images; 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 Programme Information Editor (Metadata) you will do the following:

- Produce clear, attractive and accurate programme summaries and descriptions.
- Play a key role in supporting the effective and easy to find 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 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 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 closely with colleagues in distribution, marketing and platform management.
- Input data into S4C's Broadcast System Management (BSM) software, with training and support available.

The kind of person we're looking for

- Someone passionate about language, detail and storytelling – and who is open to understanding the importance of content metadata that is accurate and engaging in today's multi-platform media environment.
- To succeed in this role, you will need to have:
 - Excellent writing skills in Welsh and English, with a keen eye for detail and accuracy.
 - 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'll be great at this job!
 - High quality editorial opinion and the ability to produce attractive summaries.
 - Confidence in the use of digital systems and structured data input.
 - Awareness of how audiences search, discover and engage with content across different platforms.
 - You will be an individual with good technical skills, collaborative and flexible – ready to learn new systems and contribute to improving the visibility of Welsh language content across a variety of platforms.

You will succeed in this role if:

- You have strong experience of creative or non-fiction writing – the ability to summarise information into main themes is essential.
- You are enthusiastic about S4C content – you'll be watching a lot of it in this role!
- You enjoy working independently in an organised and measured way.
- You can work independently with freedom to make decisions but also enjoy collaborating with a wider team.
- You are a strong communicator in both Welsh and English.

You'll 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're 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	Working within a team successfully.	

	Administrative experience and good office practice.	
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>	

Other details

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: £35,000.00-£39,000.00

Contract: **Temporary until 31 December 2025**

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 2 September 2025** by using the link below.

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 a date week commencing 8 September 2025.

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.