

PART 1: ROLE DESCRIPTION

ROLE TITLE: Writer (consumer team)

REPORTING TO: Desk Leader

DIRECT REPORTS: 0

DEPT/SECTION: Editorial

TEAM SIZE TOTAL: 23

OVERALL PURPOSE OF ROLE: MoneySavingExpert.com is the UK's biggest consumer website with over 13 million users a month. The site's dedicated to cutting your bills and fighting your corner with journalistic research, cutting edge tools and a massive community – all focused on finding deals, saving cash and campaigning for financial justice.

We need someone with proven expertise in journalism and strong knowledge of at least one of the following subjects to join its busy consumer section: mobiles, broadband, home phones, digital TV, software and related topics.

MAIN ACTIVITIES / TASKS:

- Writing and researching new guides on broadband, home phones, digital TV, software and related topics.
- Updating guides once they're published.
- Analysing deals and tariffs to decide our top picks.
- Helping to update the editorial on interactive tools for the site, for example, our Cheap iPhone and Samsung Galaxy tools.
- Working as part of the consumer team to help put together the weekly email.
- Writing some news stories.

ACCOUNTABILITY / RESPONSIBILITY:

- Responsible for writing new content to tight deadlines.
- Fully accountable for all details being up-to-date in relevant sections of the website and weekly email, and ensuring MSE covers all top products on the market.
- Ensuring the editorial on relevant interactive tools is up-to-date and the tools produce accurate results.

PRIME ROLE LOCATION: Initially in Shepherd's Bush, west London; shortly moving to Rathbone Place, W1.

PART 2: ROLE REQUIREMENTS

REQUIRED KNOWLEDGE & SKILLS:

Essential

- A flair for writing and the ability to bring to life often-complex subjects. A couple of years' journalism experience, including some in at least one of the following areas: mobiles, broadband, home phones or digital TV.
- Organised, accurate and efficient with the ability to work to tight deadlines.
- An interest in MoneySaving and tons of fresh ideas for content.

Desirable

- HTML/CSS

PERSON SPECIFICATION:

Essential

- Highly motivated
- Proactive approach to role
- Meticulous and conscientious
- Persistent, with ability to build strong contacts

SUCCESS MEASURES:

- Clear and engaging writing
- Accuracy
- Communication
- Teamwork
- Dealing with pressure
- Analytical / problem solving
- Organisational skills

AUTHORISATION:

Prepared by: Jenny Keefe

Authorised by: Julie Fisher

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