

# Copywriter - flexible working

## £30K-35K P.A. PLUS BENEFITS

### THE COMPANY

Talking Talent is a niche, award winning global coaching consultancy leading the gender diversity agenda. We work with clients to unlock the potential within their business and make company-wide behaviour shifts that accelerate business performance.

For more than a decade, we've been working with blue chip clients on tailored coaching programmes that help them to retain talented individuals, increase their effectiveness and ensure that the benefit ripples throughout its business.

The Head Office is located between Oxford and Reading with majority of our clients based in London. Talking Talent also works out of the USA with offices in New York and Asia via offices in Hong Kong. There are currently a team of 35 core individuals and a pool of associates. Our clients are mainly FTSE 250 or Fortune 500 organisations from a wide variety of sectors.

We are a dynamic, rapidly growing business looking to expand our team. This position reports to Head of Marketing and there is an option for this role to work flexibly.

This is a unique opportunity to join an entrepreneurial business. See our website: [www.talking-talent.com](http://www.talking-talent.com)

### THE ROLE

To help support Talking Talent's ambitious growth plans, we're looking for a bright, enthusiastic, creative and confident Copywriter to join their busy and expanding Marketing team.

The successful candidate will have prior copywriting experience, ideally in an agency, as a journalist or in a B2B business, and can expect to develop and produce copy across a wide range of media, including web, case studies, blogs, newsletters, brochures, research, whitepapers, articles, pitches, internal comms and more.

The successful candidate will be flexible, hardworking and proactive. They will be a quick learner and be able to master Talking Talent's brand identity and tone of voice quickly and accurately, as well as adapt messages to the diverse target audiences. A passion for Talking Talent's business is essential.

Key responsibilities:

- Developing and producing copy, editing and proof reading, utilising all resources to ensure communications are fit for purpose – for corporate, industry, product and client marketing as well as Alumni relations content
- Work with the wider marketing department and internal stakeholders to understand a brief and create content
- Support the wider business with communications on an adhoc basis.

- Bridge the gap between marketing and third party communications by supporting internal communications at Talking Talent and on client programmes
- Provide support to the marketing department as required
- Be a key role in Talking Talent internal comms

## SKILLS & EXPERIENCE

- Educated to A-Level or equivalent with relevant marketing, public relations, English or writing qualifications
- Have previous successful experience in copywriting for a variety of media
- An eye for detail when checking and proof reading copy
- Strong creative ability and improvisation skills
- Ability to coordinate projects and workload effectively
- Strong administrative skills with great attention to detail and high quality output
- High energy, motivation, drive and enthusiasm to deliver excellent results
- Ability to work independently and as part of a team

## THE PACKAGE

- £30K - £35K p.a.
- Bonus scheme paid annually
- Pension scheme
- 25 days holiday excluding Bank Holidays
- Flexible working potential

## APPLY

Please send your CV and cover letter to [careers@talking-talent.com](mailto:careers@talking-talent.com).