

About Us

Established in 2003, Media 10 is the most awarded media and Events Company in the UK and have a growing portfolio of 30 live events covering design, interiors, lifestyle and construction. As well as Media 10 being specialists in the events sector, the company's creative flare produces well established publications and owns a series of award-winning magazines and websites.

We not only enjoy what we do, we love it! We are passionate about delivering the very best results in everything we do and expect our team members to have the same passion.

The Role

We are looking for a Digital Content Editor to join our ICON & OnOffice Magazine, to research, write, proofread and publish online content. The responsibilities include optimizing written pieces for a digital audience, writing new content, preparing weekly newsletters and approving advertorial copy. Ultimately, you will oversee the production of engaging quality content that speaks to our audience and boosts engagement and traffic.

- Responsible for organic and commercial content across websites and newsletters
- Proofread, re-structure and edit articles by content producers
- Update our website and social media pages with new content
- Upload and optimize print articles for a digital audience
- Optimize published pieces using SEO guidelines
- Publish pieces from content producer in accordance with overall content strategy
- Use SEO knowledge and understanding of online content (news, evergreen, social) to create discoverable, shareable articles
- Manage the editorial calendar and ensure timely publication
- Generate new ideas around industry-related topics
- Monitor and analyse web traffic and user engagement metrics
- Work with marketing manager to communicate content campaigns, such as seasonal content, events or brand collaborations
- Oversee advertorial copy, working across teams to ensure advertorial copy meets brand standards and is published to deadline

What is expected of you

- Proven work experience as a Digital Content Editor, Audience Development Editor, Web Editor or similar role
- Portfolio of published work
- Proven content and/or audience development experience in a digital publishing environment
- Excellent writing and editing skills
- Attention to detail
- Hands-on experience with Content Management Systems (e.g. Joomla, WordPress)
- Experience with SEO and keyword research, plus analytics tools such as Parse.ly

Job Title: Digital Content Editor
Department: Editorial
Report to: Editor – ICON & OnOffice



What we will do for you

- Make you feel like part of a family
- Know your name – you're not just a number here
- Encourage you to develop your skills, strengths and career
- Recognise your contribution and hard work
- You will get to work on the best brands in the industry
- Make sure you're never bored
- Love our company parties