



UCL Content Writers job description

The Content Writers' Pool is a group of 25 students who have the option to write articles requested from the Student Journalists and UCL staff.

The role

By joining the Content Writers' Pool, you will be added to a Microsoft Teams channel that the Student Journalists and UCL staff will post on to offer a paid opportunity to write content. This could be anything from short form content to long form articles based on interviews.

The Content Writers' Pool is designed to be flexible and work around your studies therefore there is no time commitment, and you can choose whether you are available upon each request. You will be a member of the pool until September 2024.

The Student Journalists will manage five content writers each and will be there to support you – as will the Central Student Communications Team.

Responsibilities

- Respond to request for articles.
- Suggest articles to Student Journalists.
- Write engaging articles aimed at UCL students based on a brief.
- Take on feedback from the Student Journalists/ Communications Team.

Person Specification

- Ability to produce clear concise and engaging copy.
- Ability to work collaboratively within a team and independently.
- Excellent written English.
- Manage and meet publishing deadlines.
- Experience in or knowledge of Microsoft Teams.
- Flexibility to adapt to evolving news situations.

Payment

On the VPEE Student Journalism Scheme, you will be paid as a casual worker. You will be paid £13.53 per hour of work completed. Payment is made one month in arrears on the last working day of the month and is administered by Unitemps. For every hour that you work you will accrue £2.53 holiday pay. Details of how to claim payment will be given to you during the introductory session.

Timescale and hours

Content Writers are current UCL students that are employed on a zero-hour contract to write articles for UCL channels.

On this scheme, responding to briefs and writing articles will be the bulk of the role.

There is no minimum time commitment on the scheme, but you will be expected to write at least one article.

If you are a Tier 4/Student visa holder, [please click here for more information](#) on the hours you are allowed to work per week.

How to apply

Please complete the following tasks.

1. List three topics you would like to write about that would be relevant for a UCL student audience.
2. The following has been posted on the Student Content Writers Pool Microsoft Teams Channel:

“Paid opportunity – Student content needed for the Student Support and Wellbeing Team (SSW)

Hello Student Content Writers!

SSW is looking for articles on student wellbeing on topics including:

homesickness

transitioning to university life

balancing studies & regular life (time management)

managing your physical and mental health

budgeting/managing your finances

managing relationships and networks.

Approved articles will be published on UCLcares blogs.

Articles should be accessible to all students at UCL, be around 400 words long.

The expected payment would be for 2-3 hours work.”

Write a 400 word article on one of these topics that would engage UCL students. Please include a heading and subheading.

If you have any questions about the role or task, please contact studentcommunications@ucl.ac.uk