

COLLEGE OF OCCUPATIONAL THERAPISTS

The British Association and College of Occupational Therapists (BAOT/COT) – the professional body and trade union which represents the UK's 28,000 occupational therapy staff and students – seeks to fill the following position



Web Communications Officer

Based at London Bridge

Salary: £25,859 – £28,732 per annum plus benefits

35 hours per week

This new position has been created to ensure that the College's new website (to be launched later in 2008) improves our business processes.

The Web Communications Officer will ensure the site is fully optimised for internal and external searches. You understand how to write and prepare effective copy for web and can mentor colleagues in best practice. You will identify and monitor key performance indicators and work with colleagues to improve the site's performance. Working closely with the Web Editor, and devolved authors, you will help ensure that the new content management system is used effectively. You will make significant contributions to the ongoing development of the site as a community network.

The successful candidate will have strong SEO and editorial skills and an understanding of Web 2. You will be able to work constructively with colleagues, contributors, volunteers and members to ensure the site is valued by members and a source of pride to the profession.

Please send your CV with supporting letter to Layla Powell, HR administrator, by email to: layla.powell@cot.co.uk. For a job description and person specification, please visit our website at: <http://www.cot.org.uk/public/vacancies/intro.php>

CVs should arrive no later than midday on Tuesday 15 July 2008.

Interviews will be held at the College on Friday 25 July 2008.

The College is a registered charity which promotes occupational therapy, social and health care issues within the UK and overseas. It is an equal opportunities employer.

