Job Title:	Content & Channels Executive
Department:	Commercial
Reporting To:	Content & Channels Manager – Owned Channels
Direct Reports:	0
Version	V1 30052025

Job Purpose

To deliver efficient support to the Content team, specifically relating to Web & App, along with supporting wider operational planning and ensuring seamless collaboration across departments. They will work to ensure processes and workflows run effectively and to time, within agreed parameters, to enable the smooth planning and delivery of The R&A's global calendar of golf events, while executing the day-to-day upkeep of The R&A's website, serving as the key contact for updates.

Key Accountabilities

- Execute championship planning administration across our global calendar of events, regularly liaising with admin teams in Professional and Amateur Championships Teams to assist with operational planning & foster excellent relations with content team.
- Support the Content & Channels Manager - Web & App in ensuring randa.org effectively tells the story of The R&A, combining best-in-class coverage of our amateur championships with wider storytelling that encompasses governance, golf development, sustainability, philanthropy and more.
- With direction from the Content & Channels Manager - Web & App, take the lead in keeping randa.org up to date year-round. You will serve as the primary point of contact for other departments (particularly Amateur Championships) requesting website updates and be expected to action these updates efficiently.
- Deliver in-event website management and content production for various R&A amateur championships, including website takeovers, live blog production and on-the-ground support at selected events.
- Support our insights team in enhancing reporting processes for randa.org, identifying priority areas of focus for the website and coming up with solutions for these areas.
- Proactively suggest improvements to the content on the randa.org website, with a focus on enhanced storytelling and event coverage.

Expertise

- Proficient knowledge of Microsoft Office, including Word, Excel, Outlook and PowerPoint.
- Ability to quickly learn and master the kontent.ai CMS (Content Management System).
- Proven track record of delivering high standards in terms of website QA.
- HND level qualification in a relevant discipline, or equivalent relevant working experience.
- Experience of working in a digital/media/communications environment.
- An understanding of what makes people engage with digital channels.

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.