

<p><b>Location.</b></p> <ul style="list-style-type: none"> <li>→ London-based.</li> <li>→ Common Wealth's office is in Hackney. We have a flexible working policy although attendance at the office is expected 40 per cent of the time for London-based employees.</li> </ul>	<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>→ £39,439 (rising to £43,221 in automatic annual increments)</li> <li>→ Common Wealth salaries are subject to annual pay negotiations and our collective bargaining agreement, which also outlines clear policies on future progression.</li> </ul>
<p><b>Contract type</b></p> <ul style="list-style-type: none"> <li>→ Permanent.</li> </ul>	<p><b>Hours</b></p> <ul style="list-style-type: none"> <li>→ Full-time (34 hours per week).</li> <li>→ Common Wealth operates a nine-day fortnight working pattern.</li> <li>→ 38 hours over five days in one week and 30 hours over four days in the following week, on an alternating fortnightly cycle.</li> </ul>
<p><b>Responsible to</b></p> <ul style="list-style-type: none"> <li>→ Amelia Horgan, Principal Editor.</li> </ul> <p><b>Start date</b></p> <ul style="list-style-type: none"> <li>→ As soon as feasible following appointment.</li> </ul> <p><b>Right to work</b></p> <ul style="list-style-type: none"> <li>→ This position requires the right to work in the UK.</li> </ul>	<p><b>Benefits</b></p> <ul style="list-style-type: none"> <li>→ Flexible working hours. We also accommodate caring responsibilities. Please enquire about our carers' policy.</li> <li>→ 34 days of annual leave (inclusive of public and bank holidays).</li> <li>→ Eight per cent employer pension contribution.</li> <li>→ Employer-funded healthcare cash plan.</li> <li>→ Parental leave significantly above statutory.</li> <li>→ Group life assurance at 3x salary.</li> <li>→ In London, our office building provides: free lunch once a week, free weekly exercise classes, free yoga classes, and free tea and coffee.</li> </ul>

# About Common Wealth

Common Wealth is a think tank focused on securing a democratic and sustainable future. From the inequalities of the asset economy to structural solutions to the climate crisis, our work is systemic in focus and ambitious in orientation.

## Summary

Communicating our research and broadening the footprint of our reach are core parts of Common Wealth's mission. The Digital Officer role supports the organisation's existing digital communications and helps to grow our reach.

- The Digital Officer supports uploads of texts and audiovisual content to our website, manages our social media accounts, and creates engaging and informative content for our audiences.
- They also support the digital output of Common Wealth's multimedia workstreams, including the Transition Security Project and other Common Wealth collaborative projects.
- They contribute to the digital and social media strategy of the organisation, as well as undertaking independent social media interventions on a reactive and planned basis.
- The Digital Officer is part of the Production Team and works with colleagues across the organisation to deliver timely, creative and impactful digital outputs.

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*As a small and dynamic organisation, Common Wealth offers the opportunity to contribute across a wide variety of projects and areas, and from time to time the role holder may be asked to support teams beyond their core area of work.*

## Key responsibilities

### Social media

- Managing social media accounts, including drafting posts and other content for Twitter/X; Instagram; TikTok; Bluesky; LinkedIn.
- Scripting, filming and editing short- and long-form videos.
- Translating complex policy and economic research into accessible digital content for a range of audiences.
- Producing a range of content for the non-expert public, policymakers, journalists and campaigning/allied groups.
- Producing social media design assets from existing templates, including quotecards, infographics and charts.
- Monitoring and evaluating Common Wealth's social media output and impact, including management of social media inboxes, analytics and growth across platforms.
- Supporting communications planning, with an emphasis on digital communications and social media.

- Contributing to the organisation's longer term digital and social media strategy, including planned and reactive content, and providing analysis, monitoring and insight into our current offering.
- Undertaking independent social media content projects outside of promoting research outputs.

#### Digital

- Processing uploads of text and audiovisual content to Common Wealth's website (using Webflow), working with the Principal Editor and Principal Designer to ensure timely and accurate uploading and publication.
- Supporting the pre-upload preparation of content, including editing and checking copy and audiovisual content.
- Collating content, drafting copy and supporting on the dissemination of Common Wealth's newsletter (Substack).

#### Project management and admin

- Supporting communications planning, with an emphasis on digital communications and social media.
- Working respectfully and productively with colleagues within Common Wealth (particularly the Production Team) and relevant stakeholders.
- Contributing to project development by feeding into the digital and social media vision for Common Wealth's projects and research outputs.

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## Person specification

This role requires a strong attention to detail, solid communication skills, and a commitment to Common Wealth's values.

We welcome applicants from a range of professional and educational backgrounds. Potential applicants should not be discouraged from applying if they do not meet all the criteria.

#### Essential

- Strong organisational skills.
- Strong communication skills, attention to detail and precision with respect to written content.
- Creative approach to content creation.
- Experience scripting, filming and editing short-form video content.
- Familiarity with CapCut or similar video editing software.
- Experience of managing social media accounts including Twitter/X, TikTok and Instagram.
- Good sense of news and social media cycles and dynamics, including following social media trends and thinking about how we might leverage these to communicate our work.
- Experience in growing audiences on social media platforms.

- Experience of handling and checking text.
- Knowledge of or interest in an area of research in which Common Wealth specialises (e.g. climate, energy, militarism, finance, land and housing, or industrial strategy or planning).
- Ability to work collaboratively within a small team and contribute to a healthy working culture.
- A commitment to Common Wealth's vision, ethos and values.
- A strong understanding of, and commitment to, fairness at work.

#### Desirable

- Experience of copyediting.
- Experience of supporting the development of social media strategy for an organisation.
- Experience of supporting event management including live streaming or creating content at in person and online events.
- Experience of using social media management tools.
- Experience of handling social media design assets and working with designed content for social media, using Figma and/or Adobe Creative Cloud.

## To apply

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Please send your CV (no more than two pages) and a brief cover letter outlining how your skills and experience align with the position (no more than one page) to [jobs@common-wealth.org](mailto:jobs@common-wealth.org) by 10:00am BST on 13 July 2026.

Interviews will take place online from the week beginning 20 July 2026.

As part of our recruitment policy, we anonymise all applications when undertaking shortlisting. We would be very grateful if you could please submit your CV and cover letter with **any identifying characteristics removed** (name, email address, DOB, etc.) as this will enable us to shortlist applications more efficiently.

We are particularly keen to receive applications from people in groups underrepresented in our sector.

Please note that we cannot sponsor visas, therefore we can only accept applications from candidates who already have right to work in the UK or are able to obtain this independently.

If you have any questions about the role, please feel free to contact us at [jobs@common-wealth.org](mailto:jobs@common-wealth.org)