

# LONDON

## & PARTNERS

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### JOB DESCRIPTION

POSITION TITLE: FREELANCE CONTENT PRODUCERS WITH SITECORE EXPERTISE AND FREELANCE PROOFREADERS/SUB EDITORS

REPORTING TO: HEAD OF CONTENT

DEPARTMENT: MARKETING

LOCATION: LONDON (currently remote)

#### **Purpose of role**

We are looking to refresh our roster of content freelancers to enable us to scale quickly when we have extra work.

Working with the London & Partners Content team and our Resource Manager, you will support our activity promoting London to business, study and leisure audiences, providing your specialist content skills on an ad hoc basis.

We are looking for

1. Subbing/proofreading (independent freelancers or agencies)
2. Content writers and producers with Sitecore expertise (independent freelancers only)

To ensure we comply with current procurement guidelines around public accountability, we are recruiting via a framework to ensure contractors we work with have been selected in a transparent and compliant way. We are only accepting applications via the [content freelance tender](#) where you will find more information.

#### **How to apply**

1. Download the RFP document and read through all sections
2. Choose which lot you would like to apply for (or both)
3. Complete sections 7, 8 or 9 and section 10
4. Send completed RFP document to [rpalmer@londonandpartners.com](mailto:rpalmer@londonandpartners.com)