

MoneySavingExpert.com

PART 1: ROLE DESCRIPTION

ROLE TITLE: Deals Researcher

REPORTING TO: Deals Desk Leader	DIRECT REPORTS: 0
DEPT/SECTION: Deals	TEAM SIZE TOTAL: 7

OVERALL PURPOSE OF ROLE:

MoneySavingExpert.com is the UK's biggest consumer website with over 13 million users a month. The site's dedicated to cutting your bills and fighting your corner with journalistic research, cutting edge tools & a massive community – all focused on finding deals, saving cash & campaigning for financial justice.

The role of a Deals Researcher is designed to help ensure that MoneySavingExpert.com retains its place as one of the leading online resources for people seeking to get the best deals, from the largest merchants at the right time. This includes ensuring that the deals pages are kept up to date, that old content is renewed, and that new guides are published. This will cover subjects sometimes not currently covered on MSE as well as looking for the best deals for our weekly newsletter.

MAIN ACTIVITIES/TASKS:

- Effective management of workload and ensuring that deadlines are met.
- Researching and writing up of deals for the site as well as for the weekly newsletter.
- Editing & proofing of content produced by other team members.
- Ideas & content generation for weekly email, then ensuring agreed content is delivered on time to a high quality and standard.
- Writing of new guides and deals.
- Prioritising and carrying out of content updates and maintaining accuracy.
- Use Google Analytics to assess performance of your content on site.
- Liaise with retailers and merchants to not only find out about planned deals but also discuss potential exclusive offers for MSE users.

ACCOUNTABILITY/RESPONSIBILITY :

- Accountable to Deals Desk Leader
- Responsible for:
 - Accuracy of your on-site and email content, both in factual terms and that we are giving our readers the best information available.
 - Prioritising updates of existing site content, then ensuring they are kept up to date.
 - Ensuring a high level of quality of all content output – in terms of writing, accuracy and the user experience.
 - Monitoring performance of your deals pages, guides, and suggesting improvements and updates.
 - Finding the best deals for our users.

<p>SPECIAL REQUIREMENTS : n/a</p>
PRIME ROLE LOCATION: Moneysavingexpert.com Ltd, 19-22 Rathbone Place, London, W1T 1HY
PART 2: ROLE REQUIREMENTS
<p>REQUIRED KNOWLEDGE & SKILLS:</p> <ul style="list-style-type: none"> • Attention to detail is a must. • Familiarity with the deals market; preferably with 2/3 years' experience. • A real passion for bargain hunting, finding great deals and saving money. • Good writing skills, ability to adapt to the MSE house style. • Experienced with producing content for consumers, breaking down complex deals, glitches and other ways of saving our users money. • Familiarity with MoneySavingExpert.com. • A working knowledge of HTML would be useful, but not essential. • Familiarity of communicating across different social media channels preferred but not essential. • Must be savvy, decisive, and insightful with good communication skills.
<p>SUCCESS MEASURES:</p> <ul style="list-style-type: none"> • Deals content on site is up to date and of good quality. • Deals content for weekly email is in on time and of good quality. • Guides are well written, structured and in keeping with our in-house style on the MSE site as well as for the weekly newsletter.
<p>AUTHORISATION: Prepared by: Mase Murangi Authorised by: Date of Authorisation:</p>