

Technical Writer Vacancy

SIAS has an exciting opportunity for a Technical Writer to join their team. As SIAS continues to grow and develop it is imperative that our systems and processes remain robust so we can offer the best possible service to our Training Providers, Employers and Apprentices alike. Joining an established team you will take a lead in the on-going development, and review of organisational policies and processes and ensure they meet legal and regulatory criteria. You will be adept at translating process flowcharts into accurate and robust policy and procedure documents. Secondly, you will ensure existing documentation is compliant and will withstand regulatory scrutiny. The ideal candidate will have experience of working within a highly regulated sector (Education, ISO management systems) and will have significant experience of creating and developing policy and process documentation.

This position is full time, fixed for 3 months and is based at our Warrington office

Remuneration Package

- Salary circa £200 - £250 per day (dependent on experience)
- Pension
- Life Assurance
- 28 days holiday plus 8 bank holidays per annum
- Healthcare

Cogent is committed to Safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

To apply please submit an Application Form and a letter of application to human.resources@cogentskills.com by noon on 6th March 2020 outlining your suitability for this post and how you would ensure success. Interviews will take place early March 2020

The application Form can be found at

<https://www.cogentskills.com/about/work-for-us/>

You can also request a full job description and an informal discussion through the same email address as above

If you haven't heard back from us within 21 days of your application, it means that unfortunately your application has been unsuccessful on this occasion.

Website www.cogentskills.com
www.siasuk.com

