

# Business Guidance: Contributor for Product Safety



Chartered Trading  
Standards Institute

**£60 per hour, contractor, remote**

CTSI is an ambitious professional body with a proud history of protecting consumers stretching back 141 years. Driven by our members' views and a strong sense of purpose we also extend our influence through other services we deliver.

We are looking to appoint an individual to help maintain the online business guidance that appears on both [Business Companion](#) and our content syndication range.

The successful person will be part of a team of two, who will each act as both author and monitor of the guidance, updating information, checking the other's updates, and making amendments where necessary.

The candidate will be responsible for creating, checking and maintaining the guidance documents, which are reviewed and, if necessary, updated at least once a year. Guidance may also be amended if there are legislation changes or queries.

Ideal candidates will have a vast knowledge of a wide range of Trading Standards legislation. They will have a particular interest in the chosen area but do not necessarily need to be employed in a Trading Standards capacity currently. They should be able to write clear, concise guidance that is legally correct, but also easily understood by those without legal knowledge, and possess good IT skills.

CTSI is an equal opportunity employer that is committed to diversity, inclusion and equality of opportunity in the workplace for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Contributors should do this work separately from their day job (unless their employer is happy for work time to be spent on it).

Although work is ad-hoc, there may be times where the deadlines are tight, so experience with time management is essential.

This position is paid at £60 per hour. The updates take approximately two hours per guide; sometimes less, sometimes more, depending on each guide's length and how much has changed since it was last updated.

If you are interested or have any questions, please contact the Production Team at [production@tsi.org.uk](mailto:production@tsi.org.uk). We will then send you an application form.

NB: contributors are not CTSI employees but contractors; therefore tax, national insurance, etc is not dealt with by CTSI.

**The closing date for receipt of applications is 30 June 2025.**

*CTSI, 1 Sylvan Court, Sylvan Way, Southfields Business Park, Basildon, SS15 6TH*

For further details about CTSI and this job, please visit [www.tradingstandards.uk](http://www.tradingstandards.uk).

