

Job Description

JOB TITLE	Assistant Editor (Digital) – fixed term to 31 August 2026		
REPORTS TO	Managing Editor	LOCATION	Hybrid
TEAM	Mission/ENGAGEMENT/ Publishing Services	GRADE	2

JOB PURPOSE AND OBJECTIVES

- To work collaboratively with colleagues in Publishing Services and Communications to help deliver a timely and responsive editorial service for all content produced by the Connexional Team for the Methodist Church.
- To support delivery by the Publishing Services' Editorial sub-team and provide services to the Digital team through accurate proofreading and page correction for a wide range of outputs in electronic only and print formats, e.g., for web content or social media, but also pdf, print or merchandise, as necessary. However, there will be an emphasis on digital content, which is often required to meet tight deadlines.
- To proofread all content as directed (and begin to copy-edit as appropriate) in accordance with house style, brand guidance on 'tone of voice' and best practice for web copy.
- To assist the Managing Editor with the administration tasks necessary for the delivery of all publications delivered via the Publishing Services team.

JOB DIMENSIONS

RESOURCES UNDER CONTROL

Direct reports	None
Resources	None

ROLE ACCOUNTABILITIES

The activities, functions and areas of accountability for the job.

1. Supporting the production of resources via the Publishing Services team:
 - 1.1 Meticulously checking spelling, grammar, punctuation, and readability of copy for the intended audience; ensuring the responses from the originator/author(s) to the copy-editor's or Ethos Group's queries are incorporated correctly, pictures are captioned and acknowledgements included, and house style is applied to all copy;
 - 1.2 Proofreading all assigned content and marking up/correcting using current software packages, such as PageProof;
 - 1.3 Working collaboratively with the in-house team and freelance editors engaged through the team, to improve editorial quality.

2. Supporting development of the Church's website and associated sites through:
 - 2.1 proofing etc new page layouts prior to publication;
 - 2.2 auditing and updating existing webpages with the originators and Digital Communications team oversight;
 - 2.3 checking for SEO;
 - 2.4 sharing ideas and feedback, developing market knowledge, sharing software knowledge, and troubleshooting.

3. To provide administrative support to the Managing Editor for all assigned projects by (including but not only) supporting:
 - 3.1 the review of content, e.g., by the Ethos Group;
 - 3.2 checking permissions have been cleared or requesting permission to use quoted material;
 - 3.3 the administration in contracting freelance editors;
 - 3.4 with administrative tasks as required, such as writing briefs for freelance editors and raising purchase orders.

4. Undertake any other reasonable duties, appropriate with the grade of the post, as requested by Director of Engagement, Publishing Services line managers or Head of Mission.

Person Specification

GRADE LEVEL 2 – REFER TO THE GRADE DESCRIPTORS

	Essential	Desirable	Assessment Method
Education and Training			
A degree or equivalent qualification		x	A + Q
Evidence of training in editorial skills		x	A
Proven Abilities, Knowledge and Skills			
Editorial knowledge and practical experience as a proofreader	x		A + I
Proven and demonstrable skill as a proofreader with a meticulous eye for detail (in the words and design/layout of the overall text)	x		A + W
Experience as a copy-editor		x	A + I
Knowledge and experience of using house style and brand guidance to ensure correct tone of voice and effective copy	x		A + I + W
Knowledge of print publishing and production processes		x	I
An understanding of current developments in electronic publication and the different needs of web-copy and content for social media	x		A + I
Experience of writing for the web and or web page design		x	A + I
Awareness of the needs of SEO optimisation	x		A + I
Proficient user of MS Office packages	x		A + I + W
Experience of page proofing software such as PageProof		X	A + I
Experience of other relevant software packages, such as social media platforms and CMS for creating web content	x		A + I + W
Ability to balance workload and prioritise to meet deadlines	x		I
Experience within a publishing team/company		x	A
Experience of creating promotional materials and or educational and training resources		x	A + I
Experience of working in the voluntary sector		x	A

Personal Qualities			
Passion for language and effective presentation of information	x		I
Collaborative and co-operative approach to team working	x		I
Demonstrable commitment to personal professional development	x		A + I
Demonstrate awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life	x		A + I
Demonstrates an understanding and is supportive of the work and mission of the Methodist Church	x		A + I

Method of Assessment: A – Application Form; I – Interview; W – Written exercise; P – Presentation;
G – Group exercise; Q – Proof of qualification (certificates or transcripts)
(We reserve the right to assess any other aspects of the role in a format not previously described)

TERMS AND CONDITIONS

Health and Safety:	The post holder will be subject to the Methodist Council's Health and Safety policy						
Equality & Diversity	The post holder will be subject to the Methodist Council's Equality & Diversity Policy						
Physical Conditions:	Open plan office accommodation						
Remuneration:	To be confirmed						
Hours of Work:	<p>5 days per week</p> <p>The normal hours of work will be from 9.00am to 5.00pm with an hour for lunch. A flexi-time scheme is in operation, core working hours are 10:00am to 12 noon and 2:00 pm to 4:00 pm. With the prior agreement of the line manager, the working day may commence from 8:00 am and will finish no later than 6:00 pm. The flexi-time policy should be referred to for further information.</p> <p>Payment for overtime is not given but employees are entitled to time off in lieu by arrangement.</p>						
Holiday Entitlement:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">During the first to fourth years</td> <td style="text-align: right;">25 days</td> </tr> <tr> <td>During the fifth to ninth years</td> <td style="text-align: right;">28 days</td> </tr> <tr> <td>During the tenth and subsequent years</td> <td style="text-align: right;">30 days</td> </tr> </table> <p>Plus Bank Holidays and an extra three days at Christmas and New Year.</p>	During the first to fourth years	25 days	During the fifth to ninth years	28 days	During the tenth and subsequent years	30 days
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During the fifth to ninth years	28 days						
During the tenth and subsequent years	30 days						
Sick Pay:	Entitlement in accordance with the Methodist Council's terms and conditions of employment						
Pension:	There is a pension scheme that all eligible lay employees will be auto-enrolled on to. Employees who do not meet the auto enrolment criteria are eligible to join the scheme subject to certain provisions.						
Probationary Period:	Appointments for lay employees are made subject to the satisfactory completion of a probationary period, normally six months.						
Season Ticket:	Season ticket loans are available after the satisfactory completion of the probationary period.						