

Job description

Production editor

Job location: UK (Haywards Heath), hybrid working, predominantly home-based with multiple office-based days each month

Reports to: Design and production manager

Department: Fundraising and Marketing

Job purpose

To provide editorial guidance and support for Sightsavers projects briefed in from around the organisation, including copy editing, commissioning and writing, as well as managing any editorial reports.

Responsibilities

- Write, edit and proof-read text for projects overseen by the web, design and branding team, ensuring all content follows the organisation's brand and style guidelines
- Sub-edit content in InDesign, making amends where necessary to ensure accuracy, legibility and accessibility
- Work with internal teams and third parties to ensure that editorial aspects of projects are delivered accurately and to deadlines
- Provide editorial support to the global brand manager for internal communications tools and training documentation (such as instructional guides for Microsoft Office templates)
- Working with communications and fundraising colleagues, support a global approach to content, and act as an ambassador internally for the importance of good written communication
- Coach design colleagues in good editorial practice and support the website editor and editorial production executive as needed
- Support digital and communications-based innovation within Sightsavers
- Work with colleagues to co-create effective creative output

Flexibility is necessary and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Job entry requirements (knowledge, skills and experience)

- Excellent English writing and sub-editing skills honed in a professional publishing or journalistic environment
- Evidence of working on a large volume of diverse, high-quality output
- Professional experience using Adobe InDesign to a high standard, including excellent working knowledge of editorial tools such as paragraph styles, and confidence to navigate the software with ease. Experience using Adobe Illustrator and Photoshop would also be useful
- Professional experience using Microsoft Office Word and PowerPoint, with a strong knowledge of how to format styles. Experience using Excel would also be useful
- Although not essential, French language writing and editing skills would be beneficial to this role
- Ability to work confidently with internal clients and stakeholders and eagerness to work as part of a close-knit team
- The willingness to take responsibility for quality control of content
- A familiarity with good design practice and an understanding of the relationship between written and visual communications
- Experience working for a not-for-profit, media or creative agency employer would be an advantage, as would experience working in both digital and print production
- An understanding of and commitment to equal opportunities for people with disabilities
- An interest in or willingness to learn about accessibility is important
- Lived or cultural experience and fluency in the languages of any of the countries where we work would be very welcome. Arabic, Italian, Norwegian or Portuguese writing and editing skills would be a bonus

Key relationships

- Web, design and branding team
- Communications and Fundraising teams
- Content stakeholders
- Agencies and freelancers as required