

Senior Editor/Writer

JOB DESCRIPTION

JOB TITLE

Senior Editor/Writer

RESPONSIBLE TO

Editorial Director

THE ROLE

The Good Book Company is a flourishing international publisher of biblical, accessible, and relevant resources for individuals and churches. The editorial department, of which the successful applicant will be a senior member, has the role of commissioning, shaping and editing those titles.

This is an exciting time to be joining TGBC, with growing our profile and strong sales both in the UK and the US, and an increasing range of exciting authors. The Senior Editor will be responsible for commissioning new authors, negotiating contracts, taking a hands-on approach to editing and shaping resources that fit our publishing approach, and contributing to the implementation of our ambitious editorial strategy.

The successful candidate will have a proven track record of writing or editing high-quality material, a passion for the written word, a good grasp of Reformed evangelical theology, and an understanding of the debates and issues in the Christian world.

KEY DUTIES AND RESPONSIBILITIES

- Managing through to publication at least 12 projects a year
- Working with the Editorial Director and other senior staff to commission and develop best-selling books for Christians worldwide that are biblical, accessible and relevant
- Working with authors to refine, hone and, where appropriate, rewrite manuscripts to the highest quality.
- Working with the design team to develop effective and powerful covers that create cut-through for our titles in a crowded marketplace
- Working with the Marketing, Video and Social Media teams to provide them with innovative and powerful ideas and to resource them to market our books worldwide.

REQUIREMENTS (Essential = E, Desirable = D)

EXPERIENCE

- Ministry experience in the local church that displays a commitment to and ability to teach in that setting (may be voluntary ministry rather than paid) (E)
- Experience in publishing, writing, journalism or another writing/editing position (E)
- Experience in managing projects of some nature (D)
- Education to degree level in a relevant subject (D)

SKILLS/ ABILITIES

- Able to work well with people (both authors and staff) (E)

- Able to give positive, robust feedback, and to receive and implement such feedback (E)
- Good at working in and leading teams (E)
- Excellent communication skills (E)
- Good organisational & administrative skills (D)
- Capacity to use own initiative (E)
- Computer literate in Indesign or similar layout program (D)
- Current driving licence (D)

PERSONAL QUALITIES

- Ability to work to a high standard, to deadlines, managing a varied workload (E)
- A love of writing, reading, and helping others to fulfil their potential (E)
- Willingness to work occasional evenings and weekends (Time off in lieu given as appropriate) (D)
- Willingness to travel to the US 1-2 times per year (E)

OTHER DETAILS

- Location: TGBC Offices, Epsom, Surrey
- Hours: 37.5 hours per week (lunch breaks of 1 hour are unpaid)
- Salary: Initial salary of £33k - £36k depending on skills and experience
- Benefits: Generous pension scheme
Staff discount on TGBC resources
- Holiday: 20 days + 8 days paid public holidays.
Extra leave for camps or missions if desired

ADVERT

Senior Editor/Writer

We're looking for a creative, proactive and dedicated professional to become a key part of our editorial team and continue to grow the impact of our vital and flourishing Christian ministry. Based in our Epsom office, your role will include:

- working with authors to refine, hone, and where appropriate rewrite manuscripts
- managing through to publication at least 12 projects a year
- commissioning projects from senior figures in the evangelical world in the US and US
- working with senior staff to implement and shape editorial strategy

The successful candidate will have experience in a writing or publishing role, be passionate about the written word, and be able to work sympathetically with our evangelical authors. There is scope the role to focus upon a particular area (e.g. children's titles).

The salary will start at £33k - £36k depending on skills and experience, and a full job description is available from Bob Mallet (bob.mallet@thegoodbook.co.uk). If you think you're the person we're looking for, please send us an email (via Bob) telling us why, and attaching your CV and a piece of your own writing on any topic written in the past year, of between 500 and 2,000 words, that you feel showcases good writing.

Applications close on 30th September, and interviews will be held in mid-late October.