

FIRST STORY

Changing lives through writing

First Story Job Profile

Role:	Editorial Officer (2 posts)
Reports to:	Editorial and Content Manager
Hours:	Six-month fixed-term contract, full time
Compensation:	£22,000 including London weighting (pro-rated to £11,000 for the six-month contract)

THE POSITION

First Story is an innovative, fast-growing UK charity. These positions offer the opportunity to take leading roles in First Story's publication schedule. We are looking for highly motivated, highly organised and enthusiastic Editorial Officers who are committed to First Story's vision.

JOB DESCRIPTION

Key Accountabilities

- Managing a publication plan for over 70 anthologies, including engaging copy editors, designers, illustrators and typesetters to set deadlines and maintaining clear and accountable records of all anthologies in weekly reports.
- Liaising with key external suppliers (printers, typesetters, designers, illustrator and other contributors including Oxford University Press) regarding timelines and publication processes, ensuring deadlines are adhered to.
- Developing strong relationships with schools, writers and key suppliers in the publication of anthologies and maintaining records of all deadlines and communication with these contacts.
- Maintaining the student IP consent form database and chasing for outstanding forms.
- Copy-editing and proofreading to deadlines.
- Maintaining an accurate anthology budget; liaising with the finance team and accountants on anthology costs and stock for the annual accounts.
- Assisting with copy and design for First Story publication materials (anthologies and other materials) as necessary.
- Compiling resource documents for National Writing Day 2019
- Other duties relating to supporting the First Story project in schools including attending First Story anthology launch events.

Relationships

The Editorial Officer will report to the Editorial and Content Manager. The post holder will interact on a regular basis with the following:

- Head of Programmes, Programme and Operations Teams.
- Executive Director and Fundraising Team.
- Writers and teachers at First Story schools.
- Programme partners including the design team at OUP.
- Key suppliers including publishers, printers, typesetters, designers and other contributors.
- Part-time staff and volunteer copy-editors, designers and illustrators.
- Other charitable organisations with which First Story has links, and external agencies such as accountants, publishers, marketers and the media.

Personal characteristics and skills required

It will be essential for the successful candidate to demonstrate the following:

- Excellent organisation skills.
- Excellent people skills and relationship-building skills.
- A keen eye for detail, strong copy-editing skills.
- The ability to prioritise workload, working quickly and managing time independently.
- Strong communication skills, both written and oral.
- Strong IT skills, including sound knowledge of Word, Excel and Outlook.
- Comfort working in a dynamic, changing charity.
- InDesign skills desirable. Website Design Skills a plus.

The successful candidate will have demonstrated experience in publishing, good editing skills, and project management experience.

ABOUT FIRST STORY

'Until this day, I have never been so grateful for anything in my life, as I am for First Story. To you, this organisation may just be a writing charity, but to me it is so much more. First Story has changed my life.' – Azfa Ali, First Story student

First Story changes lives through writing. We believe that writing can transform lives, and that there is dignity and power in every young person's story.

First Story brings talented, professional writers into secondary schools serving low-income communities to work with teachers and students to foster creativity and communication skills. By helping students find their voices through intensive, fun programmes, First Story raises aspirations and gives students the skills and confidence to achieve them.

Location: First Story, Omnibus Business Centre, 39-41 North Road, London N7 9DP.

Benefits Include: A fulfilling job, working on a range of challenging issues with a diverse team. 25 days annual leave per annum (pro rata) plus all public holidays and a defined contribution pension scheme for all employees.

Salary: £22,000 including London weighting (pro-rated to £11,000 for the six-month contract)

To apply: Please send a cover letter (with ref: **Editorial Officer** in the subject line) and your CV to Jay Bhadracha: info@firststory.org.uk.

The closing date for the role will be **Monday 28th January at 5pm.**

Please note:

Only those candidates selected for interview will be contacted.

First Story welcomes applicants regardless of race or colour, nationality or national or ethnic origin, religion or religious belief, sex or marital status, sexual orientation, disability or age.