



JOB DESCRIPTION

PROJECT EDITOR

A. REPORTING RELATIONSHIPS

Reports to Publishing Operations Manager, who in turn reports to Production Director.

B. JOB PURPOSE

Full-time role overseeing the production of titles from typescripts to printed books; providing editorial support to other SPCK teams/departments when required.

C. PRINCIPAL RESPONSIBILITIES

1. Managing projects

To process and oversee the production of SPCK and IVP titles, which involves:

- liaising with
 - (a) commissioning editors
 - (b) authors
 - (c) freelance copy editors, proof-readers, indexers and (occasionally) illustrators
 - (d) the Production Department
 - (e) the Art Department
- proficient in MS Office, Acrobat/Adobe tools and ideally Biblio
- assessing typescripts to brief and advise copy editors and/ or for design and layout to brief/liase with Production
- briefing and advising proof-readers about proofs/ indexers about indexes
- occasionally, liaising with the Art Dept or out-of-house designers about heavily illustrated titles
- checking typescripts for material still in copyright and occasionally, seeking/clearing copyright permissions
- collating first page proofs/checking proof collations done by freelances
- checking revised page proofs, subsequent proofs and PDFs
- editing and proofreading indexes
- corresponding with authors to resolve queries
- editing and proofreading back cover copy (blurbs)
- checking colour cover proofs
- processing reprints and reissues including keeping a record of all pending corrections
- copy-editing and proofreading

2. Support to other departments

When required, to provide editorial support to other SPCK departments, which might involve:

- editing and/or proofreading catalogues
- editing and/or proofreading publicity material: press releases, leaflets, posters and pamphlets
- editing and/or proofreading reports for the Society
- editing and/or proofreading letters.

D. HEALTH AND SAFETY

The Society's Health and Safety Policy is set out in full in the Staff Handbook, which forms part of the terms and conditions of employment.

Managers have responsibility for ensuring as far as reasonably practicable the health, safety and welfare at work of all members of staff and volunteers. Your manager will provide you with such information, instruction, training and supervision as is considered necessary for this purpose.

You have responsibility for your own health and safety at work and for the health and safety of colleagues and visitors to the Society's premises. You are therefore required to:

- a) Work safely and effectively, following procedures and instructions for safe working, using any protective clothing or equipment provided, and meeting any statutory requirements.
- b) Adhere to all health and safety rules and procedures.
- c) Immediately report to your manager any incidents or defects that may have led, or may in the future lead, to injury.
- d) Cooperate in the investigation of accidents.
- e) Make yourself aware of the location of fire alarms and fire extinguishers.
- f) Raise any matters of health and safety which affect your work or your working environment with your manager.

E. LOCATION

The job is usually based at SPCK Head Office in London SW1 (though due to current COVID restrictions is currently home-based). SPCK are willing to consider applications for part time/job share request within the exigencies of the service.

F. SPECIFIC REQUIREMENTS

	Essential	App	Desirable
Experience as a project editor within the book publishing industry.	✓		
Experience of contact and interaction with authors, reviewers, project teams and colleagues	✓		
Knowledge of and an interest in religion especially Christianity	✓		
Ability to evidence strong written and oral communication skills	✓		
Ability to recognise clear, concise well written and grammatically correct material	✓		
Ability to work to tight deadlines and to prioritise your own workload in a fast-paced environment	✓		
Ability to approach work methodically	✓		
Ability to oversee schedules and manage editorial stages independently	✓		

G. GENERAL REQUIREMENTS

- Proficient in MS Office, Acrobat/Adobe tools and ideally Biblio
- Willingness to work with individuals, organisations, publications and on all types of Churchmanship.
- Flexible, proactive and self-motivated.
- Willingness to undertake training, learn and adapt to change.
- Willingness to abide by the organisation's policies and procedures.
- Strong inter-personal skills

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our business this job description may be *regularly reviewed to ensure it is an accurate representation of the post.*

Signed:

..... Date

Production Director

..... Date

Project Editor