

Job description

Job title: Editorial Officer

Salary: £34,468 - £35,866 per annum

Hours per week: 37.5 hours, 9:00 – 5:30pm, Monday – Friday

Accountable to: Senior Publishing Manager

About the Health Foundation

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.

Our aim is a healthier population, supported by high quality health care that can be equitably accessed. We learn what works to make people's lives healthier and improve the health care system. From giving grants to those working at the front line to carrying out research and policy analysis, we shine a light on how to make successful change happen.

We make links between the knowledge we gain from working with those delivering health and health care and our research and analysis. Our aspiration is to create a virtuous circle, using what we know works on the ground to inform effective policymaking and vice versa.

We believe good health and health care are key to a flourishing society. Through sharing what we learn, collaborating with others and building people's skills and knowledge, we aim to make a difference and contribute to a healthier population.

Purpose

The Editorial Officer will be part of a busy communications team consisting of public affairs, media, digital communications, marketing and publications. The core purpose of the Editorial Officer is to support the Health Foundation's print publishing programme, ensuring high quality outputs and a smooth running production process. The post holder will also work closely with the digital function to ensure alignment between on and offline outputs. They will also undertake digital-specific projects as appropriate.

The Health Foundation currently produces 30-40 publications each year, covering economics and health services research, policy analysis, quick guides and briefings. Publications can be ordered for free from the Foundation's website and are also distributed at conferences and other events.

The Health Foundation currently has around 110 employees, which includes the communications team of around 20 people. The publishing function consists of two posts: the Senior Publishing Manager and the Editorial Officer.

Key relationships

The Editorial Officer will work closely with colleagues at all levels of the organisation, including directors and assistant directors. They will be a key part of an integrated communications team, and as such have to work with colleagues from a range of communications disciplines. The post holder will be responsible for providing constructive editorial feedback to people at all levels of the organisation and external authors, including academics and subject specialists.

They will also manage external freelancers and suppliers and need to be comfortable managing professional contracts and relationships.

Key tasks and responsibilities

1. Editing and proofreading a wide range of publications and other materials, primarily for print.
2. Project managing individual publications projects, working with key stakeholders both internally and externally and ensuring delivery on time and to a high standard.
3. Commissioning and coordinating work from a range of freelance suppliers, including writing detailed and accurate briefs, assuring quality of work and ensuring value for money. Services commissioned will include design, editing, proofreading and printing.
4. Championing the organisation's tone of voice and house style guidelines, ensuring they are reflected in all materials produced.
5. Acting as a source of internal expertise and advice on best practice in written communication and design.
6. Working with Adobe Creative Suite (Indesign, Illustrator, Photoshop and Acrobat) to create and update publications and other materials for both print and digital use.
7. Ensuring the consistent and appropriate use of visual identity guidelines throughout Health Foundation publications.
8. Evaluating the effectiveness of the Foundation's publications, ensuring that they are tailored to the appropriate audiences, including policy makers, NHS leaders and decision makers, as well as those working on the health care front line.
9. Working with the digital team to ensure coherence between our online and offline products, and work on individual pieces of digital content on occasion.
10. Overseeing the day-to-day relationship with the Health Foundation's mailing house, booking deliveries, producing reports and processing orders from the website. Assisting with the co-ordination of publication stock and orders and maintaining an internal library of Health Foundation publications.
11. Undertaking publications-related administration tasks such as allocating ISBNs, processing invoices and producing reports as necessary.

General

12. Being an active and involved member of the Foundation's integrated communications team, using expertise to help others as required, including proofreading and editorial advice.

Person specification

Knowledge and experience

1. Educated to degree level, or with equivalent professional experience, and highly literate, with experience of working in an integrated communications team.
2. Experience of working on different types of print publications, aimed at a range of target audiences, and of working on written content for digital channels.
3. Experience of using InDesign to typeset long documents from Word, and using Photoshop and Illustrator to create and amend images and graphics.
4. Experience of working with technical and complicated information, making it accessible to a wide range of audiences.
5. Experience of both in-house publication production and commissioning and managing external suppliers to produce publications and other materials.

Skills and abilities

6. Excellent editing, proofreading and writing skills.
7. Highly IT literate, with advanced skills in Word and InDesign. Good knowledge of other MS Office programmes, as well as Photoshop and Illustrator.
8. Excellent project management and organisational skills, with the ability to work to deadlines and manage constantly changing priorities and workload.
9. Ability to manage external contracts, ensuring cost, quality and deadlines are met. Good understanding of print production processes and fundamentals of design.
10. A very strong communicator, capable of working in a team and with people at all levels of the organisation, as well as external stakeholders and suppliers.

Additional

- Candidates should also be able to demonstrate an interest in, and understanding of, health care in the UK, as well as a commitment to diversity and equal opportunities in employment and service delivery.
- Experience of working in communications/publishing within a health-related organization would be desirable, as would understanding of how different health care audiences consume information.

December 2015