

# Editorial Manager

If you are a schools editorial manager or senior/commissioning editor who can see the big picture while keeping an eye on detail, and if you are as conscientious managing time and budgets as you are creative, then Oriel Square will give you the opportunity to shine.

Oriel Square is an equal opportunity employer. We want to contribute to a diverse and equal workforce in educational publishing, and we encourage applications regardless of age, gender, race, sexuality or any other protected characteristic.

Please apply to [recruitment@orielsquare.co.uk](mailto:recruitment@orielsquare.co.uk) with a covering letter and CV by **22nd July**. This job is office-based, close to the centre of Oxford.

## The role

The Editorial Manager will be part of the team responsible for the smooth and efficient running of our varied schools and ELT publishing projects, digital, print and blended. These range from Early Years to FE, span the curriculum and include UK and International publishing. You will manage a portfolio of projects led by subject experts, and will be responsible for their budgets and schedules. You will get involved to solve problems – logistical and editorial – and you will be responsible for quality in process and output.

## About you

A schools publishing professional who has enjoyed their experience managing varied, concurrent projects in a variety of formats including print and digital content. Initiative and creative thinking are as important as a detailed and conscientious approach to schedules and budgets. We want someone who will flag potential problems early, and suggest solutions, as well as opportunities for innovation and improvement. You will relish involvement in building a relatively new company's ways of working, culture and team spirit.

## Role responsibilities

- Manage a portfolio of ongoing packaging / publishing services projects
- Design, estimate and schedule upcoming projects
- Advise on schedule and capacity implications for prospective work
- Manage and build relationships with freelancers, including securing their time.
- Maintain and build relationships with partner organisations, for example developers, typesetters and designers
- Keep the directors informed of the state of running projects, and alert them early to potential difficulties and opportunities
- Manage and develop internal processes

## Your skills

- In-house schools editorial experience with demonstrable project management skills (formal or informal).
- Excellent, demonstrable spoken and written communication skills.

This job would suit a graduate, but also anyone who can demonstrate equivalent relevant skills.

## Development

Oriel Square is active in many aspects of schools publishing, and in education more broadly. We are looking for perceptive and creative input into these activities, and all members of staff can expect involvement as we grow and explore. We will invest in the right candidates to make sure that you and we remain properly informed, experienced and skilled to react to change in the market and growth in our business and scope.

## Conditions and pay

Oriel Square believes in productive hours, not long hours. This informs our 28 hour full-time policy.

- Full time (28 hours/4 days)
- £26,000 – £31,620 p.a. based on experience
- 20 days' holiday (equivalent to 5 weeks) + public holiday allowance
- Workplace pension

## Our full-time 28-hour/4 day working week

Our working week is shorter than that of many employers, but we get at least as much done without sacrificing quality. We believe there are huge benefits both at work and at home from keeping to regular, focused working hours.

While there will always be occasions when private life can intrude, we believe that our week makes plenty of time for regular life admin to happen outside work time. And our 28-hour week doesn't mean working less – this is a full-time job.

## About Oriel Square

Oriel Square is a relatively new and growing company delivering high-quality publishing services to UK schools publishing and elsewhere in education. From large prestigious courses to bespoke work for small institutions, we lend resource, skill and creativity wherever it's needed in education.

We're near the centre of Oxford, and have well-established links with the major UK-based global educational publishers, in Oxford and elsewhere. You should expect this role to develop as we do.