

17/11/2020

Editorial Project Leader (Digital)

If you are a schools or ELT editorial manager, digital project manager or production or development editor with a particular interest in digital content development; if you are as creative when there are opportunities for change as you are conscientious managing time and budgets, and if you're a proactive and effective communicator who can lead teams to solve problems, 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 with a covering letter and CV by 30th November. This job is usually office-based, in the centre of Oxford. (During the current emergency most of our working days are at home.)

The role

The Editorial Project Leader will be part of a small team responsible for the smooth and efficient running of schools and ELT publishing projects, including digital, print and blended. These range from Early Years to FE, span the curriculum and will include UK and International publishing. You will manage a variety 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. This job is office-based, in central Oxford.

About you

A schools or ELT publishing specialist keeping projects to time and quality, and improving our process. 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.

We are particularly interested in experience managing digital projects. We want to hear how you keep tabs on multiple assets, track metadata and get to grips with and improve workflows.

Role responsibilities

- Manage a number of ongoing packaging / publishing services projects with a focus on digital content including effective liaison with clients
- Design, estimate and schedule upcoming projects
- Advise on schedule/capacity implications for prospective work
- Recruit project teams

- Manage and build relations with freelancers, including securing their time.
- Keep the business informed of the state of running projects, and alert them early to potential difficulties and opportunities
- Manage and help develop internal processes including gathering and disseminating best practice with our clients' wide variety of digital content management systems and delivery platforms

Your skills

- At least two years' inhouse schools or ELT experience with demonstrable digital project management skills (formal or informal) within a digital product development, project management, editorial or product management department.
- Excellent, demonstrable spoken and written communication skills.

Development

Oriel Square is active in many aspects of schools and ELT 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)
- £28,000
- 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 young and growing company delivering high-quality publishing services to UK schools and ELT publishing. From large prestigious courses to bespoke work for small institutions, we lend resource, skill and creativity wherever it's needed in education.

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