

Editor

If you are a schools or ELT editor with a creative and adaptable mindset, and if you're a proactive and effective communicator, 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.

As part of our commitment to diversity, we aren't asking for a CV and covering letter to start with when applying for this role. Instead we want to find out more about why you'd be great at this specific job. [To do that please answer these questions.](#)

Applications for the role close on Monday 15th August 2022.

This job is predominantly office-based in Oriel Square's office in central Oxford. Oriel Square is a four-day week employer, committed to productive full-time employment. We are currently trialling hybrid working. During this trial, employees can choose to work up to two days a week away from the office.

The role

The Editor will work on a wide range of editorial tasks, from copy-editing and reading proofs to development editing and managing on simpler projects.

The role includes ensuring that editing work is carried out on schedule and to excellent quality in content and presentation; to this end the Editor will work closely with the Editorial Manager and colleagues in and out of house. They will recognise and flag problems early, including risks to budget and schedule, and will help to find solutions.

The Editor will develop and use knowledge of the education sector to contribute to maintaining and building the company's industry intelligence.

Your responsibilities

- Carry out editorial work across a range of digital and print resources, content types and competencies, in cooperation with clients and authors.
- Manage, maintain and add contacts and relevant freelancers.
- Contribute to building and maintaining internal tools for knowledge retention and sharing.
- Research a wide range of topics within education as directed.
- Champion a particular area of education of interest to Oriel Square in agreement with your manager, build a relationship with a specialist in the field and keep colleagues up to date with developments in that field.
- Contribute to strategy discussions and internal and external reports.

Your skills

- Solid editorial skills and an understanding of the publishing process
- A feel for language, and excellent spoken and written communication skills
- Organised and reliable
- Proactive communicator with a diplomatic approach
- A creative streak

This job would suit a graduate with experience in a publishing or educational environment, but also anyone who can demonstrate equivalent skills.

Conditions and pay

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

- Full time (28 hours/4 days)
- £25-27K p.a., depending on experience
- 20 days' holiday (equivalent to 5 weeks) + public holiday allowance
- Workplace pension

About Oriel Square

Oriel Square delivers high-quality publishing services to the schools and ELT publishing sector, alongside strategy and research services. From large prestigious courses to bespoke work for small institutions, we bring resource, skill and creativity wherever it's needed in educational content development. We're located in central Oxford, and have well-established links with the major global educational publishers, here in Oxford and elsewhere. Our company is growing and you should expect this role to develop as we do.