

Research and Publishing Assistant

If you are keen to begin your career in educational publishing, product development or research, and you can see the big picture while keeping an eye on detail, then Oriel Square will give you the opportunity to shine.

Some applicants for this role may have some research or publishing experience, and others might have none: we will invest in the candidate we expect to grow into the role.

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 7th May. This job is mainly office-based, near the centre of Oxford, with the option of hybrid working. This is a fixed term contract for 6 months.

The role

The Research and Publishing Assistant will support our Communications Manager, Publishers and Programme Managers, Commissioning Editor and Directors in ensuring the smooth running of a wide portfolio of research and publishing projects, covering curriculum and ELT products and services in the UK and internationally.

They will take on a wide range of research and publishing tasks, from desk research through QA of print and digital learning objects and assets, to writing reports, editing our weekly newsletter and getting involved in the detailed content and consultancy work we take on for our clients. They will work closely with the Communications Manager and colleagues in and out of house to ensure excellence in content and presentation. They will help out from time to time with administrative tasks across the company.

About you

An ambitious and motivated individual looking to build a career in educational policy and research or educational publishing. You should be motivated by a passion for education.

About Oriel Square

Oriel Square is a well-established and highly-regarded company delivering high-quality consultancy services to the commercial and charity education sector. From large-scale education course development to bespoke smaller projects, we provide analysis, insight, 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, charities, awarding bodies and EdTechs across the world. You should expect this role to develop as we do.

Role responsibilities

- Work with the team to coordinate and report on projects, and keep schedules and budgets up to date
- Undertake publishing and research work across a range of content types and competencies
- Manage, maintain and add to our list of contacts and relevant freelancers
- Support the company in an administrative capacity from time to time

Your skills

- Excellent spoken and written communication skills
- Organised and reliable
- Proactive communicator with a creative streak
- Some experience of working in education, educational or social / public sector or policy research or in publishing, which may include work experience or employment; or demonstrable transferable 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 educational research and product development. We are looking for perceptive and creative input into these activities, and all members of staff can expect involvement as we develop. 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)
- Fixed term contract (6 months)
- £28,000 p.a.
- 20 days' holiday (equivalent to 5 weeks) + public holiday allowance
- Workplace pension

Our full-time 28-hour 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.

Our offices

Oriel Square has an office close to the centre of Oxford. We welcome our team to the office as many days a week as they want to work there, with an expectation of two days a week as normal practice. We expect any employee wanting to work from home to have an appropriate workspace in line with good health and safety practice and excellent, reliable wifi. We will provide a laptop as part of your role, and in the office you will have a dedicated work station including monitor and other peripherals.