

Job title	Editorial Assistant, The Ecologist
Location	Working remotely (UK)
Reporting to	The Trust Manager
Effective date of JD	March 2024
Remuneration	£12,294.10 (13.51 per hour)
Contract type	Permanent/part-time (0.5)

The Editorial Assistant will be part of The Ecologist online editorial team within The Resurgence Trust and will report to the Editor, The Ecologist.

The Editorial Assistant is primarily responsible for supporting the smooth administrative running of The Ecologist website. This includes, but is not limited to, supporting the Editor in ensuring that email is responded to in a timely fashion, meetings and appointments are arranged and kept, and The Ecologist engages with stakeholders effectively and professionally. The Editorial Assistant will also manage a list of tasks set by the Editor. This work will reflect the values of The Resurgence Trust.

This job description is not a comprehensive definition of the post. Discussions will take place with the Editor on a regular basis to clarify individual responsibilities within the Trust's structure and character of the post as identified below.

This role requires the ability to fulfil all aspects of the role with fluency in both written and spoken English.

The Resurgence Trust strives to apply equal opportunities principles both in its recruitment and in its work. We oppose all forms of unlawful or lawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, gender, sexuality, marital status, religion, age or disability.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults, and expect all staff and volunteers to share this commitment.

Editorial Assistant's responsibilities

- Ensuring that email is processed and responded to in a timely manner
- Making and keeping appointments with stakeholders, including attending internal and external meetings on behalf of the editorial team
- Monitoring selected media and social media outlets and streams, including PA Explore
- Formatting documents
- Supporting the work of ensuring that the website and social media channels are regularly updated with appropriate content
- Supporting the administrative aspects of the various projects and initiatives of The Ecologist online
- Supporting external activities such as representing The Ecologist at events.

Secondary responsibilities

- Representing The Ecologist and The Resurgence Trust
- Supporting other programmes within the Trust
- Participating in the wider work of the Trust through staff meetings and ongoing collaboration

Requirements

- Supportive of the values, principles and holistic philosophy of The Resurgence Trust
- Excellent written and verbal communication in English; strong organisational skills with excellent attention to detail
- Computer literacy and competence using Word, Excel and Outlook
- Experience and ability to perform under pressure and meet deadlines
- Proactivity and ability to work on own initiative
- Sound understanding of the current challenges in the environmental landscape

Desirable

- A degree, NCTJ qualification or equivalent experience
- 1 years' experience in a similar role
- Experience of using a CMS to upload and manage online content
- Ability to proofread content and source copyright permissions
- A working knowledge of the most popular social media channels

Training

At the commencement of your employment you will receive training for your specific job, and as your employment progresses your skills may be extended to encompass new job activities within the business. It is a condition of your employment that you participate in any training deemed necessary by us for you to reach the required levels of attainment.

Performance management

Your monthly performance review will be based on this overall job description.