

Job title	Assistant Editor, <i>Resurgence & Ecologist</i>
Location	The Resurgence Centre, Hartland, North Devon (hybrid/remote by negotiation)
Reporting to	The Trust Manager
Effective date of Job Description	January 2026
Remuneration	£16.27 per hour (£17,766.84 per annum)
Contract type	Part-time, permanent: 21 hours per week

This job description is not part of the employment terms. It is intended as a guide, not a comprehensive definition of the post. Responsibilities and functions in roles will evolve with the Trust's needs. The job description may therefore be amended to reflect these changes in requirements. Discussions will take place on a regular basis to clarify individual responsibilities within the Trust's structure and the character of the post as identified below.

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

The ability to fulfil all spoken aspects of the role with confidence and fluency in English is essential.

About the role:

The Resurgence Trust is seeking an Assistant Editor for *Resurgence & Ecologist*, working closely with the Editor to support the planning, production, administration and publication of this much-loved magazine. The successful candidate will bring expertise, journalistic flair, editorial rigour and a collaborative spirit to a small, highly experienced team working at the intersection of ecology, ethics and the arts.

This is an opportunity for a skilled editor and communicator with significant experience in magazine production, literary editing or journalism (ideally in print) to play a vital supporting role in the editorial and administrative processes of producing a high-quality magazine six times a year.

Primary responsibilities

- Assisting the Editor with forward planning of content and magazine production
- Liaising with contributors about edits, queries and permissions
- Administering the editorial inbox and responding to and filtering editorial pitches
- Substantive editing and copy-editing content to house style, ensuring clarity, consistency and a high editorial standard throughout
- Proofreading content to a high standard, as required
- Commissioning book reviews, liaising with publishers and writers
- Managing permissions/rights enquiries and contracts
- Providing general administrative support to the editorial team
- Attending regular coordination meetings with the editorial team (Editor, Production & Picture Editor and Designer)

Secondary responsibilities

- Proactively researching, identifying and pitching story ideas
- Assisting the Production & Picture Editor, as required
- Representing *Resurgence & Ecologist* and The Resurgence Trust
- Participating in the wider work of the Trust through ongoing collaboration
- Supporting other programmes within The Resurgence Trust

Essential requirements

- Editorial: significant, proven level of industry experience in magazine production, literary editing or journalism (ideally in print), with strong substantive, copy-editing and proofreading skills
- Qualifications: education to degree level or equivalent, with excellent written English
- Communication: ability to demonstrate a love of language and ideas, to communicate clearly about environmental issues, and to deliver clear and concise written and verbal communications
- Organisational excellence: proven understanding of editorial processes, strong attention to detail, and ability to maintain efficient systems, resulting in improved workflow
- Proficiency in the use of productivity software: advanced skills in Word, Excel, Outlook, SharePoint and Adobe Acrobat, enabling effective communication, document creation and editing, and data management
- Time management: ability to manage multiple priorities and meet tight deadlines, consistently delivering high-quality work
- Teamwork: comfortable working collaboratively and independently, with excellent interpersonal skills
- Ethical alignment: a clear understanding and commitment to the core values, principles and holistic philosophy of The Resurgence Trust

Desirable qualifications & experience:

- Experience of working within a small not-for-profit organisation
- Holder of a valid full driving licence.

Performance management

The annual performance review is based on this overall job description.