



Job title	Editor – The Letters Page	Job family and level	Research and Teaching Level 4a
School/ Department	English	Location	University Park

Purpose of role

The purpose of this role will be to oversee the production of various print and online outputs associated with *The Letters Page* literary journal, working with a team of undergraduate and postgraduate placement students and reporting to the journal’s Chief Editor, Jon McGregor. The main duties include: reading and assessing submissions to the journal, and liaising with contributors; running a weekly production meeting with the placement students, guiding them through their set production tasks; providing feedback for the placement students on their copywriting and editorial work; record-keeping and data entry associated with the production process, including following appropriate GDPR policies; print design and production; researching the ongoing development and promotion of *The Letters Page* literary journal.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	To meet with the team of placement students and provide training and support in the weekly tasks needed to fulfil their roles, working from training materials supplied.	35%
2	To review copywriting and editorial tasks carried out by placement students and provide feedback and redrafting guidance.	15%
3	To undertake practical work – with the support of the placement students – relating to the production of both print and digital outputs associated with <i>The Letters Page</i> , specifically: a print publication for subscribers, a website, and various social media accounts.	20%
4	To liaise with the Chief Editor, and with other stakeholders (School of English administrative staff, external literary organisations, journal contributors), and contribute to the ongoing development of <i>The Letters Page</i> project.	15%
5	To carry out record-keeping, archival, and other administrative tasks.	15%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Oral and written communication skills, including the ability to communicate with clarity with a range of different stakeholders. ▪ Proof-reading, copy-editing, and editorial skills; including providing feedback to others ▪ Ability to coordinate tasks carried out by placement volunteers ▪ Good organisational and time-management skills, and the ability to work independently and on your own initiative ▪ Competence with MS Word, Excel, and Teams 	<ul style="list-style-type: none"> ▪ Ability to run small-group workshops ▪ Competence with web-based publishing platforms
Knowledge and experience	<ul style="list-style-type: none"> ▪ Familiarity with contemporary literary journals, and their publishing context ▪ Understanding of social media platforms, and their appropriate use ▪ Experience of working with and providing training and support to student volunteers, or a desire to gain experience in such work. ▪ Experience of writing and/or editing texts for publication 	<ul style="list-style-type: none"> ▪ Some experience of print design and production
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Degree or equivalent experience in English, Creative Writing, or other relevant area. 	<ul style="list-style-type: none"> ▪ Master's Degree or demonstrable interest in Creative Writing and/or contemporary literature



Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University's strategy, vision and values. The following are essential to the role:

- Valuing people** Is friendly, engaging and receptive, putting others at ease. Actively listens to others and goes out of way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done encouraging others to take ownership. Takes action when required, being mindful of important aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward thinking** Drives the development, sharing and implementation of new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through development of self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

