



Job title	Assistant Editorial Manager
Location	Full-time office-based at Christian Focus Headquarters in Easter Ross (IV20 1TW). Remote working arrangements not available at present.
Salary	Negotiable within the constraints of a ministry opportunity
Closing Date	Friday 11 th July 2025

Job Description

Reporting to	Editorial Manager
Main purpose of job	To support the Editorial Manager and editorial team throughout the editorial process, from manuscript to publication.
Key tasks	<ul style="list-style-type: none">• Reading manuscripts, copyediting and proofreading duties• Sending out proofs and finished copies• Responding to authors and keeping in regular contact with them• Working with colleagues and freelancers (both in the UK and overseas) to ensure everything runs smoothly• Regular contact with external suppliers for typesetting and production services• Solving day-to-day publishing workflow issues or referring them to manager for further editorial or technical expertise• Organising files, for example cover artwork• Planning ahead and juggling priorities across multiple projects with a meticulous eye for detail• Attending occasional conferences on behalf of Christian Focus <p>This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.</p>
Responsible for (staff/equipment)	Freelance proofreaders & indexers.

Person Specification

Essential	<ul style="list-style-type: none">• Excellent IT skills including the use of Word and Excel• Strong attention to detail• Good communication skills• Able to work well under pressure• Strong team player
Preferable	<ul style="list-style-type: none">• Knowledge of Adobe InDesign• Familiarity with the wide variety of editorial and administrative tasks that are typically assigned to the editorial team.
Other	<ul style="list-style-type: none">• There is an Occupational Requirement that the post holder should have a genuine and active Christian faith and church commitment.• Due to the rural location of the office, a full driving licence would be beneficial