



Christian Focus

Job title	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

Job Description

Reporting to	Director of Publishing
Main purpose of job	The primary focus of this job is to oversee the 40-50 books that we publish annually in our Focus, Mentor and Heritage imprints
Key tasks	• Acquire compelling books to publish • Co-ordinate with authors, editors, proof-readers and indexers to ensure that books arrive on time and to the highest standard possible • Work closely with colleagues to ensure a smooth publishing workflow and solve challenges that arise from time to time • Regular international travel is essential, given the range of markets we serve and the spread of our author base 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.
Responsible for (<i>staff/equipment</i>)	• Freelance proofreaders & indexers • Assistant Editorial Manager

Person Specification

Essential	• First-class communication skills • Able to work well as part of our close-knit team, and converse with authors from a range of backgrounds • Excellent IT skills, including the use of the Microsoft Office package • Strong attention to detail
-----------	--

	• Self-motivated, with the ability to show initiative • Able to problem solve • Able to work well under pressure
Preferable	• Knowledge of Adobe InDesign
Other	• There is an Occupational Requirement that the post holder should have a genuine and active Christian faith and church commitment. • Given the rural location of our office and the requirement to travel internationally, a full driving license is essential.