| Lion Hudson Limited is committed to publishing quality literature, worldwide, true to the Christian faith. We publish books and other media for adults and children under multiple imprints. We publish accessible books that reflect a Christian worldview to a general audience as well as resources for Christian families, individuals and communities. Our books, especially our illustrated colour books, are translated and sold around the world. |
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| Job Title | **Editorial Manager** |
| Department | **Editorial** |
| Location |  | **Oxford office** |
| Reports to: |   | **Managing Director** |
|  |
| Level: | Type of position: | Hours per Week: |
| ~~Administrator; Co-ordinator; Controller; Manager;~~ Senior Manager; ~~Director~~ | Full Time ~~/ Part-time~~ Permanent/ ~~Temporary~~ | 35 hours e.g. 9am- 5pm Flexi hours in handbook |
|  |
| General Description of the job |
| This role is responsible for **supervising the delivery of all Lion Hudson products** (printed books, ebooks and other associated media products) to agreed timescales and budgets of the publishing programme. The role comprises human resource **line management, scheduling & systems project management, publishing plan management** with some editorial project managing to deliver assigned books or covering for project managers. Supervising a team comprised of two Senior Project Managers, one Project Manager and an Editorial Assistant. Assigning projects and supervising the hand-over of all projects at the point of delivery and acceptance to the assigned editorial project manager who in turn manages all aspects of in-house and outsourced editorial tasks: structural edits, copy editing, proofreading, photo research, permissions clearance etc. The Editorial Manager ensures book project estimates reflect accurate costs and that schedules reflect accurate delivery milestones leading to agreed publication dates. Managing the publishing plan and project schedules using in-house publishing management systems. Leading continuous business improvement of editorial processes and systems by adopting best practice in editorial tasks, training staff as required and participating in meetings where editorial projects are progressed. |
| Main Duties of the post |
| 1. 50% | **Line Management*** Supervise two Senior Project Managers, a Project Manager and an Editorial Assistant.
* Meet with each line report monthly for 1:1s and undertake the annual written review and objective setting for each.
* Undertake recruitment as required and collaborating with employment and recruiting agencies.
* Manage HR procedures around holiday approval, sickness and return to work interviews, maternity leave, disciplinary matters, training and personal development for each report.
* Cover or arrange temporary cover for project managers and editorial assistant.
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| 2. 20% | **Editorial Processes and Systems*** Collaborate with IT, editorial and design staff to implement a working scheduling system on the company’s in-house platform.
* Produce regular Publishing Plans from the Editorial Book Production (EBP) system and work to improve that document for wider communication of the publishing plans.
* Ensure that EBP is updated with respect to key information held in the Item Master (IM) system.
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| 3. 20% | **Collaborate Internally and Externally*** Develop and manage the portfolio of packagers, freelance proofreaders, copy editors, indexers, structural editors as required. Negotiate fees and monitor quality.
* Ensure project managers keep the authors informed during the publishing process and consult as required.
* Manage the publishing programme schedule. Track the progress of all titles and work with colleagues to make adjustments to schedules where required.
* Collaborate with the Design team, assist with design briefs, work with the Head of Design to deliver book covers, illustration, photography and other associated media.
* Lead the editorial project team in developing collaborative working relationships with the commissioning team, Designers, Production, Finance, IT, Sales and Marketing.
* Manage the department’s editorial guidelines.
* Oversee the department’s workflows, editorial processes and project handover guidelines. Suggest improvements as appropriate.
* Keep abreast of developments in the book publishing industry and share best editorial practice.
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| 4. 10% | **Participate in meetings**Participate in: fortnightly editorial work in progress meetings (and be prepared to chair this meeting as required); fortnightly All Imprints Meetings; weekly Publishing PQ Meetings with respect to new books; and monthly 1:1 reviews / annual written reviews with each report and your supervisor. Participate in quarterly Senior Manager Meetings and attend Company Meetings quarterly. |

**Required Skills and Capabilities**

**GOR:** Due to the nature of our publications and the author community that we publish, this role has a Genuine Occupational Requirement (GOR) to be a practicing Christian in communion with a Christian community whose statement of faith aligns with the Nicene Creed.

**Core competences:**

* Substantial line management experience (5+ years).
* Substantial experience of book editorial project management (5+ years).
* Strong verbal and written communication, presentation and interpersonal skills.
* Theologically aware, biblically literate and spiritually sensitive.
* The ability to make independent decisions and show initiative.
* Strong sense of ownership, responsibility and accountability.
* Team awareness and collaborate with others in a team environment.
* Being flexible and the ability to multi-task.
* A commitment to continuous learning (including learning publishing IT systems/upgrades).

**Core skills:**

* Line management skills.
* Team leadership skills.
* Project management skills.
* Book publishing skills: graduate level literacy; reading swiftly and critically to make a manuscript assessment; copy editing and proofreading skills.
* Basic Proficiency in MS Outlook and intermediate level skills in MS Excel.
* Advanced level skills in MS Word, Adobe InDesign or the capacity to acquire such skills.
* Good numeracy an advantage.

**Education:** The candidate should be a graduate, preferably in English or Theology. A post-graduate qualification in Publishing or Business would be advantageous. Alternatively the candidate has substantial experience editing and project managing new book projects.