



The Centre for Enterprise, Markets and Ethics

Senior Editor (full-time permanent post)

Job Description

The Centre wishes to appoint a Senior Editor to start as soon as possible. This is an exciting opportunity for an individual to join an established think-tank with a small and dedicated staff to take the publications work of the Centre to the next level. Candidates are expected to be in full sympathy with the Christian ethos and purpose of the Centre.

The Centre for Enterprise, Markets and Ethics exists to promote an enterprise-based economy built upon ethical foundations drawing upon the history and values of the Judeo-Christian tradition. Business is essential to society, creates wealth and employment and enables both individuals and society to flourish.

Our work covers the following areas:

- Understanding business, enterprise and the economy
- Promoting ethical values
- Applying Christian thought to enterprise, ethics and wider social policy in the context of a market economy

The Centre is a company limited by guarantee and a registered charity.

The Director is the Revd Dr Richard Turnbull. The Centre is based in offices at 31 Beaumont Street, Oxford OX1 2NP. The current staff consists of 3 full-time members, the Director, Associate Director and Senior Research Fellow. There is part-time administrative support for board meetings and mailings. The headcount is likely to expand further beyond this particular post.

The website is www.theceme.org

The activities of the Centre include writing, commissioning and producing a range of publications, events, research, social media activity and collaboration with others. In addition, we currently have a project entitled *The Ethics and Theology of Business* which also includes polling and surveying, case studies on family businesses, and interviews, video podcasts with business leaders and a resource hub on our website.

Main responsibilities

The main responsibilities of the post will be as follows:

- *Oversight of the publications programme*
 - Identifying topics and themes in consultation with others and presenting the programme to the board
 - Developing relationships with potential authors
 - Commissioning authors both internally and externally
 - Liaison with authors
 - Performing an initial edit on manuscripts received
 - Ensuring manuscripts are in a form ready for copy-editing
 - Developing a house-style and ensuring compliance
 - Oversee copy-editing process (external freelance copy editor)
 - Oversight of the design process (liaising with external designer)
 - Oversight and management of the printing process
 - Managing the publications budget
 - Assisting with other editing in support of staff's external writing (for example, for academic journals)

- *Responsibility and oversight of the CEME blog and other social media*
 - Reviewing the blog and producing a detailed plan for the blog and related social media to be an active, regular and effective driving force for the CEME mission
 - Developing relationships with potential authors
 - Commissioning blog articles both internally and externally
 - Preparing a timetable for regular posting to the blog
 - Editing all proposed blog articles received, liaising with authors, finalising content and posting in accordance with timetable
 - Managing social media content across all platforms
 - Managing the budget

- *Oversight and management of the book review programme*
 - Reviewing the existing book review programme and producing a new and updated plan for taking forward our book reviews
 - Ensuring awareness of the publication and anticipated publication of relevant books
 - Liaising with existing book reviewers and working to expand the pool of potential reviewers
 - Undertaking some book reviews
 - Editing book reviews and preparing for posting on the website
 - Managing the book review budget

- *Special feasibility project*
 - Conduct a feasibility study for presentation to senior staff and the board for the possibility of developing an open-access online journal across CEME's areas of interests and concerns
- *Other matters*
 - A weekly overview of relevant news and magazine items
 - Planning, preparing and editing a quarterly e-newsletter and annual printed newsletter
 - Developing relationships, existing and new, in writing and publishing, including potential writers but also across potential outlets for CEME material
 - Some self-writing/research in areas of interest

Other responsibilities

The post holder will be expected to play a full part in the wider work of the Centre.

- Attending staff meetings and board meetings, as required
- Co-operating with other staff in the planning and preparation of events and attending those events on behalf of the Centre
- Representing the Centre in the public domain
- Other matters as advised by the Director

Person specification

Essential:

- Experience of editing, including digital editing, publishing and writing which might be gained in a variety of contexts
- Degree level education. A familiarity and interest in theology, economics, business and ethics and wider public policy
- A commitment to the Christian ethos of CEME
- Evidence of published writing and/or research capability
- Familiarity with websites, social media and their use which may include some technical skill
- Proficiency in Microsoft Office (particularly Word, Powerpoint)
- A high level of interpersonal and communication skills both orally and in writing – you should be confident in dealing with a wide range of people including those in senior positions
- The ability to work alone and with others as part of a team
- Organisational skills – including prioritising and planning of work, record keeping, time management

Terms and conditions

- The salary for the post is negotiable according to experience but expected to be in the range £37,500 - £42,500 per annum. The employer will contribute 6% of salary into the NEST scheme (auto-enrolment by law unless opt-out) or into an approved private pension scheme.
- The post is based at 31 Beaumont Street, Oxford, OX1 2NP. Flexible working arrangement from office and home can be negotiated, but a minimum of 2 days per week office-based is expected. The annual holiday entitlement is six weeks to be agreed with the Director.
- Approved expenses incurred on behalf of the Centre will be reimbursed.
- Flexibility is required and there will be occasional working outside of normal hours including Board meetings and some evenings.

The Director, the Revd Dr Richard Turnbull is available for an initial discussion about the post. He should be contacted via recruitment@theceme.org if you wish to avail yourself of this – please provide a contact number and email address and he will respond as soon as possible.