

Publications and Content Editor (Full-Time / Permanent)

JOB DESCRIPTION

This is an opportunity to join an exciting high-growth business. Due to our ongoing expansion, we now have a vacancy for a full-time **Publications and Content Editor** to join our busy office set in the beautiful grounds at Seale-Hayne, South Devon. This role will report directly to the Content Development Manager. The requirements of the job will be many and varied, commensurate with the needs of a dynamic, high-growth business. Responsibilities will include, but not be limited to:

- Writing, editing and proof-reading Thrive resources, including training manuals, booklets, presentation slides and handouts
- Creating high-quality, visually appealing and educationally sound e-learning content
- Laying out and formatting text and images for printed and online resources, using a range of software programmes (Word, PowerPoint, Sway, Adobe InDesign, Totara)
- Liaising with other teams to ensure publication deadlines are met
- Managing the library of resources using Thrive's online document management system (Sharepoint (Office 365))
- Collaborating with Thrive trainers to develop content for Thrive's online and printed resources
- Liaising with external editors, designers, animators and filmmakers to produce printed and online multimedia resources

Person requirements

To be considered for this role, you will have the following attributes:

- The ability to forge positive working relationships with authors, freelancers and members of other teams
- The ability to be proactive in trouble-shooting and solving problems; knows when to seek guidance
- The ability to work under pressure and to tight deadlines on multiple projects while maintaining high standards
- A team player – keen to learn, help and share knowledge
- Upbeat, enthusiastic and self-motivated
- The ability to adapt and learn new skills quickly
- Willingness to travel on occasion

Essential skills, knowledge and experience:

- High level sub-editing, copy-editing and proof-reading skills
- Excellent writing skills and the ability to adapt writing style and tone to suit the audience, purpose and form of Thrive materials
- The ability to understand and synthesise complex concepts and communicate these to the general reader
- The ability to create well-balanced, visually appealing resources that conform to house style and branding guidelines
- Unswerving attention to detail in the development of resources and in planning
- Sound administration and project-management skills, with a methodical and organised approach
- Excellent knowledge of Microsoft Office – in particular, Word and PowerPoint
- Previous experience of sub-editing, copy-editing and proof-reading according to a house style
- Previous experience of writing for a variety of platforms, purposes and audiences
- Degree in a relevant discipline

Desirable skills, knowledge and experience:

- The ability to apply learning design principles to create effective and engaging e-learning resources
- Knowledge of the theoretical underpinnings of the Thrive Approach (neuroscience, attachment theory, child development theory, therapeutic use of the creative arts)
- Previous editorial experience in educational or non-fiction publishing
- Previous experience of writing and creating e-learning content, using software such as Articulate 360, for virtual learning platforms, such as MOODLE or Totara
- Previous experience of working in a training or education environment
- Previous experience of using Adobe InDesign

Package:

- Annual salary will be dependent upon qualifications and experience
- Holiday entitlement of 25 days per annum plus bank holidays
- Discretionary annual bonus
- Discretionary annual pay review
- On-site parking
- Fun fund for company events

Location: Newton Abbot, South Devon (although there is the possibility of remote working for the right candidate)

Employment will be subject to:

- A willingness to embrace the Thrive Approach
- Receipt of two references, satisfactory to us in all respects
- Confirmation that you are eligible to work in the UK
- The satisfactory outcome of a check by the DBS

If you have a genuine passion for writing, editing and developing content, email your CV and covering letter to human.resources@thriveapproach.com

Closing Date for Applications: 16th November 2019
1st Interview Dates: 26th and 28th November 2019
2nd Interview Date: 3rd December 2019