



Role Profile

The Role			
Role Title:	Editorial Executive	Reporting to (job):	Managing Editor
Legacy job titles covered by this role profile:	None	Jobs that typically report into this role:	None
Function / Org Unit	Engagement and Income Generation	Job Number:	
Base and travel	Hybrid working with attendance at the London and Southern Hubs when required.	Band (<i>to be assigned by Reward</i>)	
Role Dimensions			
Number of direct reports	0	Manager/Individual Contributor:	Individual Contributor
Number of dotted line reports	One – to the Creative Content Manager in Brand	Budget (Operating/Capital)	Nil
Total No of Reporting Staff (include all direct and indirect reports)	0	Decision Making Authority & Responsibility for Resources	Decisions are focussed around well defined criteria, however the post holder has autonomy to decide the design approaches for their work Joint responsibility to monitor, protect and influence brand image externally and internally
Working Environment	Hybrid: Home/office based. DSE User		

Role Purpose	<p>To support the Brand Creative Services team in editing, project management, providing content, research, ideas generation, copywriting and any other support as would be required from a publishing team.</p> <p>To help with proofing and editing on magazines, annual review, reports, leaflets, brochures, digital content, social media content, exhibition materials etc. Managing stock materials – leaflets, brochures, reports etc. – for reprints, and digital leaflets/brochures.</p>
Principal Accountabilities	<p>Editing and proofreading</p> <p>Managing publication projects (both offline and online)</p> <p>Rewriting and writing for leaflets, reports and other materials</p> <p>Ensuring any content generated is approved by internal departments</p> <p>Ideas generation</p> <p>Checking materials created by other departments</p> <p>Working closely with the Managing Editor to ensure all content created supports and develops the brand</p>
Key Interfaces	All teams across Engagement and Income Generation, particularly Fundraising and Internal Comms.
The Person	
Personal Attributes and Key Competencies	<p>Passion for editorial work and communications</p> <p>Excellent command of the English language</p> <p>Strong editing and rewriting skills</p> <p>Meticulous eye for detail</p> <p>Enthusiasm and willingness to learn new skills</p> <p>Confidence to attend meetings and liaise with other departments and staff at all levels</p> <p>Committed to the cause of animal welfare</p> <p>A willing ambassador for the RSPCA brand</p> <p>Ability to work proactively remotely, as well as part of a team</p> <p>Organised and agile, able to adapt and work in different ways and disciplines as the role evolves</p>
Essential Key Skills, Qualifications & Experience	<ul style="list-style-type: none"> • Educated to HND/Degree level standard or equivalent, or ability to demonstrate similar intellectual capacity • Some experience of working in a publishing environment • Editing and proofreading experience • Ability to manage projects from start to finish • Ability to work to deadlines • Able to schedule work and good time-management skills
Desirable Key Skills Qualification & Experience	<ul style="list-style-type: none"> • Degree in relevant discipline: English, media studies, marketing, journalism or relevant experience in a similar role

- Experience of working in the charitable sector.
- Using Google Workspace and InDesign

Creation and Authorisation

Statements in this Role Profile are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.

Profile written by: Gina Guarnieri
Gina Guarnieri

Role: Managing Editor.

Date: 18/7/22

Approved by (operations): Louise Stevens

Role: Head of Brand

Date: 21/7/22

Approved by (HR): Luan Moorshead

Role: HR Business Partner

Date: 22/7/22

Date Job last evaluated: July 2022