

COUNCIL FOR WORLD MISSION

Editorial Executive

About this Role:

- The **Editorial Executive** is responsible for the production of all content in the print publications. This means you may need to review and edit publications including the CWM bi-monthly magazine, the Annual Report, and other occasional publications.
- Reporting to the Mission Secretary for Communications, the successful incumbent is a key member of the Communication.
- The working location is the CWM London office in UK.

Key Roles & Responsibilities:

- Reviewing all content for accuracy and adherence to style guidelines before publication.
- Editing the publications for grammar, punctuation, spelling, and style.
- Review manuscripts submitted by writers.
- Work closely alongside the communications team in creating and distributing content to increase CWM's presence and visibility.
- Maintain a positive work environment through active team participation and cooperation with co-workers/vendors.
- Writing in-depth feature stories.
- Flexibility to work across global time zones with travel included.
- To undertake other tasks as may reasonably be expected and assigned by Line Manager.

Candidate Skills and Experience:

- Has a bachelor's degree or higher in English, journalism, communications, or another related field.
- At least five (05) years of working experience with print/web editorial experience.
- Understand production and post-production workflow from production to delivery.
- Strong team player who can work across teams to ideate, and able to work independently to manage workflow and meet deadlines.
- A mother tongue speaker of English

How to Apply:

Please send a recent resume/CV AND a letter of application stating your reasons for wanting to work with CWM, as well as your main qualifications and alignments with this specific role to: **hr@cwmission.org** for the attention of the **Human Resource Manager**, indicating the job title of the role being applied for in the email subject box.

The closing date for receiving applications for this role is 15 March 2023.

About CWM:

The Council for World Mission (CWM) is a worldwide partnership of Christian churches. The 32 members are committed to sharing their resources of money, people, skills and insights globally to carry out God's mission locally.

For more information, visit our website at www.cwmission.org or follow us on Facebook or Twitter.

Council for World Mission LTD

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