



## EDITOR: ROLE PROFILE

### OVERVIEW

Do you have a passion for communication and yoga? As the Editor of *Spectrum*, the BWY's magazine, you'll play a key role in connecting our community. *Spectrum* is more than just a publication – it's how we share important updates between trustees, committee members, volunteers, and our membership. It's also a platform for spreading BWY's values and work beyond our immediate community.

In this role, you'll take ownership of *Spectrum* published three times a year, managing everything from evolving the creative direction to the final production. You'll liaise with BWY's leadership to ensure key articles are included and commission engaging content that reflects the diversity and depth of our organization. If you love bringing stories to life, this could be the perfect opportunity for you!

Key responsibilities:

- Lead the planning and production of each edition.
- Commission, organise, and edit content to fit our editorial criteria.
- Collaborate with BWY leaders to highlight important projects and initiatives.
- Provide an outline of proposed articles for upcoming issues.

ROLE TITLE:	Spectrum Editor
HOURS:	15 hours per week. Flexible working hours available On occasion working outside 9am-5pm may be necessary.
RATE/SALARY:	£34,650 pro rata. Salaries are reviewed annually
REPORTS TO:	Head of Communications & Engagement / Spectrum Editor in Chief
REPORTEES:	None
WORKS WITH:	Communications & Engagement Team, Board of Trustees, BWY Committees and the Central Office Team
LOCATION:	This is a remote working role requiring a quiet space and fast wifi. Regular online and in-person team meetings. Some travel within the UK will be required occasionally.

#### DUTIES:

- Lead the planning and production of each edition.
- Use Adobe DTP software, particularly InDesign and Photoshop, to design and finalise layouts you create.
- Commission, organise, and edit content to fit our editorial criteria.
- Collaborate with BWY leaders to highlight important projects and initiatives.
- Provide an outline of proposed articles for upcoming issues.
- To consider at every opportunity the graphics and high-quality professional photos that may be available to go with articles.
- Creating social media posts from magazine content with BWY's Digital Officer
- To encourage contributors and Spectrum writers to take or obtain these high-quality images wherever possible.
- The Spectrum Editor will liaise with our printers
- Manage advertisements in Spectrum.
- You'll be responsible to the Head of Communications and Engagement who will act as the postholder's Editor in Chief, offering support and advice on overall BWY strategic mission.

#### Other duties

- Spectrum Editor will give input to the review of the national BWY website and social media activity, alongside the Communications and Engagement team.
- Attendance at team meetings (from time to time) to cultivate contacts with other members of staff and to retain integration of the BWY team.
- The postholder will be required to travel from time to time, for meetings and events, but this is a home-based role.

Suitable DTP equipment and software access supplied, plus free membership of BWY during your employment.

Holidays: Pro-rata FTE 36 days per annum.

## ESSENTIAL QUALIFICATIONS, EXPERIENCE & QUALITIES FOR THIS ROLE:

### *Qualifications and Training*

- Solid journalism skills and knowledge of publishing law
- A minimum of three years' experience in a similar role

### *Skills and Experience*

- Knowledge of yoga
- Proof-reading copy and editing
- Layout skills and knowledge of InDesign and other Adobe software packages
- High quality editorial skills, including interviewing, fact checking, the ability to write clear, engaging copy that needs little editing, copy editing, proof reading and a good design sense
- Commissioning photography
- An ability to build and manage contacts
- Ability to manage conflicting priorities
- Ability and desire to strive to find out new ways of delivering high quality content

We know that there's no such thing as a 'perfect' candidate. Every individual brings unique lived and work experience and their own perspective, which rarely if ever maps exactly to a job description or set of criteria. That's why we want to hear from you if this role excites you (and you feel you could be a good match) even if you don't feel you meet 100% of the criteria.

We're committed to creating an inclusive work environment, where our team members are supported to be themselves and deliver their best work.

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and BWY would aim to reach agreement to any changes.*