



Spectrum Magazine Editor – Job Description

Overview

Are you an experienced editor with strong editorial judgement, visual flair, and a passion for clear communication? The **British Wheel of Yoga** is seeking an Editor to lead the production of *Spectrum*, our flagship magazine, published three times a year.

This flexible, home-based role (15 hours per week) offers the opportunity to take full editorial ownership of a respected publication that connects trustees, committees, volunteers, and members, while also sharing BWY's values and impact with a wider audience.

You will manage the magazine end-to-end - from content planning and commissioning through to editing, design, pagination, advertiser generation, advert design and print liaison - ensuring *Spectrum* is accurate, engaging, and professionally presented.

Key Responsibilities

Editorial leadership & content production

- Plan, manage, and deliver each issue of *Spectrum* from concept to publication.
- Commission, organise, edit, and proofread content to a high standard of written English.
- Apply strong editorial judgement to shape content, structure, tone, and balance in alignment with the values and ethics of BWY.
- Develop and maintain forward content plans for future issues.

Design, layout & visual presentation

- Design and finalise layouts using Adobe InDesign and Photoshop.
- Manage pagination and ensure a consistent, professional visual brand identity.
- Source, select, and encourage the use of high-quality photography and graphics.
- Work closely with printers to ensure accurate and timely production, at efficient costings.



National Governing Body for Yoga in England & Wales

Registered Charity: 1136674 Registered Company: 7030679

The British Wheel of Yoga is the trading name of The British Wheel of Yoga Limited

Registered in England and Wales: 25 Jermyn Street Sleaford Lincolnshire NG34 7RU



- You will also manage the most cost-effective pagination for the magazine and plan layouts accordingly.
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Organisation & project management

- Manage multiple deadlines, contributors, and workflows efficiently.
- Reach out to our membership base to research and find relevant case studies to report on.
- Coordinate with internal stakeholders to gather updates and submissions.
- Ensure smooth delivery across editorial, design, advertising, and print stages.

Professional communication & collaboration

- Liaise with BWY leadership to feature key initiatives, projects, and updates.
- Work collaboratively with the Marketing & Events Team.
- Create social media content from magazine articles alongside the Digital Officer.
- Attend online meetings and occasional in-person meetings or events.

Advertising & revenue

- Manage advertisements within *Spectrum*, including coordination and placement.
- Support advertising revenue generation by marketing to past and potential advertisers to summon interest.

Essential Criteria

You will be able to demonstrate:

- **Editorial experience**, including commissioning, editing, and proofreading.
- **Excellent written English** with high levels of accuracy and attention to detail.
- **Strong editorial judgement**, including content planning and pagination.



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- **Excellent organisation and project management skills**, with the ability to meet deadlines.
- **Clear, professional communication skills**, working confidently with a range of stakeholders.
- **Graphic design skills and visual flair**, ideally using Adobe InDesign and Photoshop.

Desirable Criteria

It would be advantageous if you also have:

- Experience generating or managing **advertising revenue**.
- Experience working on **magazines or periodicals**.
- An interest in **yoga, wellbeing, or the charity sector**.
- Experience working **remotely or flexibly**.

Role Details

- **Hours:** 15 hours per week (flexible working within core hours; occasional out-of-hours work may be required)
- **Salary:** £34,650 pro rata (reviewed annually)
- **Holiday:** 28 days plus Bank Holidays, pro rata
- **Location:** Remote (UK-based), with occasional travel for meetings or events
- **Reports to:** Marketing and Events Manager
- **Equipment:** DTP equipment and software provided
- **Additional benefit:** Free BWY membership during employment

Applications

- **Closing date:** Monday 16th February 2026
- **Interviews:** Zoom interviews week commencing 2nd March 2026
- Applications will only be accepted via completed application form.