



ROLE DESCRIPTION

VOU (Voice of Unity) EDITOR

Team: Executive Committee (EC)

Location: UK based

Liaison with: All teams

PURPOSE OF THE ROLE

To lead the Voice of Unity (VOU) magazine and related publications.

KEY TASKS

1. Ultimate responsibility for all content published online or in print.
2. To lead and coordinate the work of the editorial team by chairing meetings, setting deadlines and delegating workload as appropriate.
3. To manage the processes of sourcing, commissioning, editing, proofreading and publishing content.
4. Generate ideas for content with editorial team and other contributors.
5. Oversee work of graphic designers and the website team to maintain the highest editorial quality and maintain in-house styles and themes.
6. To manage the distribution and marketing functions to maximise the impact and reach of the VOU.
7. Be responsible for managing the adverts that appear in the magazine.
8. Continuously look for opportunities to develop the magazine further such as introducing new features, recruiting new contributors and finding new distribution avenues.
9. Raise the public profile of the magazine to the wider community.
10. Be an active participant of the IUS Executive Committee.

ESSENTIAL SKILLS

- Excellent project management, planning and organisational skills.
- Excellent leadership and interpersonal skills.
- Highly competent in the grammar and use of the English language.
- A keen eye for detail.
- Ability to multi-task, work under pressure and meet tight deadlines.
- Able to work on own initiative.

DESIRABLE SKILLS

- Previous experience of leading and managing teams successfully.
- Familiarity with graphic design and website publishing software.
- Highly networked and connected active member of the community.

If you are interested in taking on this role or to find out more information, please email hr@ius.org.uk