



JOB DESCRIPTION

Position: EDITOR (Fixed Term Contract 24 months)
Reporting to: Research Director
Location: London preferably

ECFR (The European Council on Foreign Relations) is a pan-European initiative which seeks to conduct research and promote informed debate across Europe on the development of coherent, effective and values-based European foreign policy. It has offices in Berlin, London, Madrid, Paris, Rome, Sofia and Warsaw. www.ecfr.eu

Job profile

The Editor has a vital role in ensuring that ECFR's written pieces are produced to the highest standards and quality. Working closely with the research director, the editor will shepherd ECFR reports, briefs, memos, and other works through the publications process. This involves working closely with the heads of programmes and authors to identify and establish the aims, argument, structure, and scope of each publication and facilitating the involvement of all stakeholders at relevant stages. In addition to helping shape publications at inception, the editor will oversee the production of all publications, which entails structural editing, line editing and rewriting of publications, commissioning graphics, and overseeing publication design. The editor will occasionally be involved in editing texts for the website, as well as op-eds and other written outputs, in conjunction with communications staff, and relying on freelance editors as necessary.

Main responsibilities

- Co-ordinate the process of consultation and decision-making on ECFR publications from proposal to final text.
- Ensure that aims, argument, and methodology of a publication are sufficiently clear at the start of the process.
- Exercise quality control throughout the process with regard to argument, structure, and policy recommendations.
- Ensure the adequate processing of drafts and editing of texts.
- Establish and maintain realistic timetables.
- Ensure close involvement of internal stakeholders.
- Liaise with relevant Council members and external contacts as part of the publication proposal or review process.
- Edit and rewrite publications and web texts, as well as, where necessary, op-eds and other written outputs.
- Manage freelance editors, establish and maintain high standards.
- Manage work of editorial assistant.



Person specification

- Proven track record of editing and re-writing texts under time pressure.
- Experience in editing the work of non-native speakers, and experts in their fields.
- Excellent written and oral communication skills, with a flawless command of written English; other European languages an asset.
- Proven print journalistic experience.
- Ability to analyse written texts and identify the key points and structure of argument, and work with authors to bring them out.
- Strong understanding of foreign policy and international politics.
- Good organisational skills.
- IT proficient in MS office and other related systems.
- Flexibility: ability to multi-task, work towards deadlines and manage stress situations.
- Able to work individually as well as part of a multi-disciplinary and multi-national team.
- Capable of developing and maintaining effective relationships.
- Organisational aptitude and a good eye for detail.
- Interest in graphics and design would be an advantage.
- Commitment to and interest in ECFR's work.

Closing date for all applications: 23rd August 2016

Please send a one page covering letter (with ref: Edit16 in the subject line) and your CV to: recruitment@ecfr.eu.

Please restrict your CV to no more than two pages of A4. Candidates must have permission to work in the EU.

Due to the large volume of candidates applying for positions within ECFR we will only be able to respond to the applicants who have been shortlisted. If you have not heard from us within 7 days of the closing date, you have not been successful on this occasion.

STRICTLY NO AGENCIES PLEASE

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