



JOB DESCRIPTION

Position: EDITOR
Reporting to: Director of Programmes/Research Director
Location: London preferably
Start date: April 2015 or as soon as possible

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 to ensure that ECFR's written pieces are produced to the highest standards and quality. Working closely with the relevant senior manager, 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 editing of all publications, which entails doing structural edits and some line editing and rewriting of publications, as well as overseeing editing done by freelance copy editors. You will also commission and oversee the editing of texts for the website, and occasionally need to edit/rewrite 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 some publications and web texts, as well as, where necessary, op-eds and other written outputs
- Manage freelance editors, establish and maintain high standards.



Person specification

- Proven track record of editing and re-writing texts under time pressure.
- 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 the workings of the EU institutions and current EU politics.
- Knowledge of European foreign policy, and current 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.
- Experience of managing and developing a small team.
- Interest in issues of concern to ECFR.

Closing date for all applications: 28 April 2015

Please send a one page covering letter (with ref: Edit15 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