

**Job Title** Project Editor

**Department** Learning Media

**Location** Home and office based

**Additional details** This is a hybrid working arrangement in which you will be splitting your time between the workplace in London (Portsoken, Shepherd's Bush) and working remotely.

**Contract**  Full time and permanent

**Hours of work** Monday–Friday, 9am–5:30pm (37.5 hours a week)

**Reporting lines** Reports to Project Editor Team Leader

**Salary** £27–29,000 p.a.

**Job purpose**

A professional role requiring editorial experience, project management skills and the ability to communicate across different levels.

BPP Learning Media produce learning materials of all kinds, from exams through to textbooks and digital content. The Project Editor project manages learning content through the publication process from initial manuscript through to final files, working closely with academic writers, typesetters, clients and other stakeholders and ensuring content is supplied on time and to specification.

The Project Editor ensures products are produced to schedule and is responsible for carrying out critical checks before final output to print/online platform. This includes editorial checks, applying house style, and reviewing formatting whilst working with external typesetters, as well as formatting content themselves when working in our custom publishing content management system.

This role also involves taking on a ‘Lead’ Project Editor role, working closely with Head of Programmes, which includes but is not limited to: developing schedules, chairing meetings, prepping guidance, project managing others through the delivery of all products, and communicating with the print team/designer/CMS development team where needed.

**Key responsibilities**

* Project managing products from origination through to final output for both individual projects and, with a high-level view, full range updates
* Creating, reviewing and working to schedules for the entire publishing process
* Editing multiple products to schedule and to a high level of quality
* Working across MS Word and BPP’s in-house custom content management system (CMS), amongst other tools, to perform quality editorial checks, proof checks and pre-flight checks
* Liaising with key stakeholders, such as internal/freelance authors, proofreaders, examiners, clients, production team, designers and CMS development team
* Co-ordinating the typesetting process in an effective and timely manner
* Collaborating with the Head of Programme on specific qualifications or clients, including but not limited to developing schedules, liaising with clients and other key stakeholders, setting editorial standards, advising on publishing best practice and ensuring the project as a whole is delivered to schedule and to the quality expected
* Supporting ongoing improvement of BPP’s CMS by reporting bugs, taking part in user acceptance testing of fixes and, where relevant, writing user stories for new developments

**Skills, experience & qualifications required**

* Ability to recognise clear, concise, well-written and grammatically correct material
* Editorial background
* Ability to work to tight deadlines and good time management
* Ability to prioritise and work methodically on multiple projects
* Ability to self-manage when working in a demanding environment, including during peak publishing cycles
* Excellent digital skills, especially in MS Word and PDF
* Experience with a content management system or project management tools
* Excellent communication skills
* Proactive and self-motivated
* Organisational skills
* Concentration, accuracy and an eye for detail
* Understanding of software development processes or entry level understanding of code (XML) would be beneficial
* A degree or equivalent professional qualification in English Language/Literature preferred; however, applications from candidates with appropriate and relevant work experience or other equivalent qualifications will also be considered