

Communications and editorial director

Salary: £34,500 – £40,000 (plus 7% pension contribution)

Duration: Permanent

Hours: Mon – Fri, 10am – 6pm

The Fabian Society is seeking a new communications and editorial director to lead our communications, publication, digital and media strategy, manage editorial projects and edit our quarterly journal the Fabian Review. This is a hugely stimulating, broad-ranging role at the heart of British politics. The successful candidate will be expected to spot the best new political and policy ideas, edit our publications to the highest of standards, and lead a team with responsibility for every aspect of our communications, brand, print and digital publication and media activity. The post holder currently line manages a media and communications manager and an editorial assistant.

The Fabian Society

The Fabian Society is Britain's oldest political think tank. Founded in 1884, the society is at the forefront of developing political ideas and public policy on the left. We aim to promote: greater equality of power, wealth and opportunity; the value of collective action and public service; an accountable, tolerant and active democracy; citizenship, liberty and human rights; sustainable development; multilateral international cooperation.

Through a wide range of publications and events the society influences political and public thinking, but also provides a space for broad and open-minded debate, drawing on an unrivalled external network and its own expert research and analysis. Its programme offers a unique breadth, encompassing national conferences and policy seminars; periodicals, books, reports and digital publication; and commissioned and in-house research and comment.

The society is affiliated to the Labour party but is editorially, organisationally and financially independent. It is alone among think tanks in being a democratically-constituted membership organisation, with over 7,000 members. During its history the society's membership has included many of the key thinkers on the British left and every Labour prime minister. Today it counts almost 200 parliamentarians in its number. Member-led activity includes 50 local Fabian societies, the Scottish and Welsh Fabians, the Fabian Women's Network and the Young Fabians, which is itself the leading organisation on the left for young people to debate and influence political ideas.

Job description and principal duties

1. Shape and deliver the Fabian Society's editorial and communications strategy – seeking to maximise the impact, profile, credibility and reach of the society; publish outstanding political and policy thinking and research across digital and print formats; drive our innovation in digital and design; promote the activities of the society and its projects in the media and among the political community; build strong communications with Fabian members and stakeholders; and evaluate and enhance the organisation's overall external impact.

Communications

2. Lead the society's media strategy, supervising the work of a media and communications manager, to build strong media relationships, secure extensive media coverage for the society and its event, research and publication projects, and evaluate and improve the organisation's media impact.
3. Progressively enhance the society's digital and print communications, including shaping brand and digital strategy, and the continual development of our website, member and stakeholder communications, social media, digital marketing, design and brand identity; and promote the society's event, research and publication projects through digital and stakeholder communications.
4. Represent the society publicly through writing, speaking and media activities; and build relationships and networks on behalf of the society including with policy-makers, politicians, business, the third sector, academia and media

Editorial

5. Oversee the planning and production of the society's complete programme of print and online outputs with responsibility for: delivering projects on time and budget; liaising with external authors, suppliers and funders; coordinating and supporting the activities of colleagues working on research and publication projects; managing the editorial process for internally authored and externally commissioned reports; supervising design, printing, distribution and dissemination.
6. Act as editor of the Fabian Review and the society's website, by commissioning, editing, writing for and publishing our quarterly magazine and rolling online blog content, ensuring that they make significant political and public interventions on Fabian political priorities and other topical issues.
7. Lead the delivery of our member-focused content and particularly the content of our quarterly Fabian member mailings – including developing and managing projects, securing grants and sponsorship for projects to meet an agreed financial target, and keeping costs within agreed expenditure budgets.

Management

8. Line manage editorial and communications staff, providing appropriate support, supervision and challenge, and taking responsibility for recruitment, induction and professional development; also supervise contractors, free-lancers and volunteers that may be used from time to time.

9. Act as a key member of the society's senior management team, contributing to the intellectual and organisational development of the Society and its political programme; with joint accountability for developing a compelling and financially sustainable programme; securing funding to meet organisation-wide income targets; and constantly improving our membership offer. Also undertake related management projects, at the direction of the general secretary.
10. Act as primary liaison point for the society's research & editorial sub-committee, including coordinating meetings, producing reports, agendas and minutes as necessary.

Person specification

The ideal candidate would:

1. Have a strong knowledge and understanding of current political and public policy issues and debates, and the ability to think creatively about future political and policy challenges for the left.
2. Be able to commission, edit and contribute towards high-impact think-tank publications. We expect significant experience in commissioning or writing political and/or policy output; sub-editing skills and attention to detail; and the ability to summarise complex material to ensure it achieves political and media impact.
3. Have the experience and aptitude to lead the delivery of our communications, media, digital and brand strategy; including a strong understanding of digital communications and evolving trends in website design and social media.
4. Have strong awareness of the political media, including key publications, journalists, programmes and websites and the ability to secure high profile media coverage and build strong relationships with journalists.
5. Be entrepreneurial and have the ability to raise funding and sponsorship for think-tank research, publications and events, and ideally a track-record of success in this field.
6. Have a strong intellect, with an ability to apply it to practical problems; and excellent writing skills.
7. Have experience of successfully managing and developing staff; and of managing complex projects from inception to completion, with the ability to multi-task and plan work effectively.
8. Have strong networks among the worlds of politics, policy, media, academia and business and the ability to deal confidently with high level opinion formers in these fields and to develop further the Society's networks.
9. Have extensive experience in using standard Windows applications and the aptitude to become a competent user of cloud applications (eg content management and customer relationship management systems). This is a self-servicing role and candidates would need to have both strong IT skills and the ability and willingness to manage their own schedule and diary.
10. Be in sympathy with the aims and values of the Fabian Society.

Conditions

The salary for this position is £34,500 to £40,000 plus 7% pension contribution and 6 weeks paid leave. We work a 35-hour week with contracted hours from 10.00am to 6.00pm.

The society has an equal opportunities policy and aspires to be an equal opportunity employer. We strongly encourage applications from people under-represented in politics and at the Fabian Society, including women, disabled people, and people from low-income or ethnic minority backgrounds. Requests for flexible working will be considered.

Please note that the society has the primary right to the professional services of its staff. No outside activities affecting or concerning the society may be undertaken without the explicit agreement of the general secretary.

The post is based at the society's offices in Westminster, central London. These are non-smoking.

To Apply

Applicants should email to the address below a CV and a covering letter. The letter must set out: (1) how their skills and experience meet the person specification for the post; (2) why they want to work for the society and any other reasons for applying.

Your application should arrive no later than 9am on Wednesday 16 May 2018.

We plan to hold interviews in the week beginning Monday 21 May 2018. Please indicate any times you are not available for interview between these dates when you apply.

Please apply by email with the subject line 'Recruitment: Communications and editorial director'

To: recruitment@fabians.org.uk

For more information, contact Phil Mutero

Tel: 020 7227 4903

Website: www.fabians.org.uk