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**Fabian Society development programme**

**Editorial assistant (12 month contract initially)**

Salary £23,000

Pension Up to 7% employer pension contribution

Holidays 30 days per year plus bank holidays

Duration 12 month contract initially, with scope for a permanent position

Hours 10am to 6pm, Monday to Friday (see flexible working statement)

Location Central London office and home working

**About the post**

The Fabian Society is seeking to recruit an editorial assistant to help create our high-impact publications and digital content, including our flagship quarterly magazine. We are looking for someone with a keen interest in politics and political writing. You will need excellent writing skills, a flair for digital communications and the confidence to commission and edit articles from politicians, academics and policy experts.

This role forms part of the Fabian Society’s development programme, which is designed to help people who are new to politics to gain skills and experience. As part of our development programme, we’ll train and support you to deliver smaller projects of your own, and make sure that at the end of your contract you are ready to take a step up in your career. Development programme posts are initially offered for 12 months, with scope to become permanent.

**The Fabian Society is strongly committed to equality, diversity and inclusion. We value the varying perspectives that people with different identities and backgrounds can contribute. We particularly encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in politics – women, disabled people, people from minority ethnic or working-class backgrounds, LGBTQ+ people, and people not based in London.**

The Fabian Society is an independent left-wing think tank and democratic membership society with around 7,000 members. We publish articles and reports, conduct research and major inquiries, convene conferences and events and facilitate our members’ political debate and activism across the UK. The society is affiliated to the Labour party but editorially and organisationally independent. We have 12 employees, who are mainly based in our own central London office (close to St James Park tube station). Our employees share the aims and values of the society and automatically join as members upon appointment.

**Job description**

**Editorial**

1. Support the editorial director in delivering a successful Fabian editorial programme which contributes to the organisation’s strategy and objectives.
2. Act as editorial assistant for the Fabian Review, supporting the editor in planning, editing and producing the magazine; and commission and edit articles for the Fabian Review in print and online.
3. Commission and edit content for policy reports, essay collections and pamphlets, and assist in their production and publication; and assist with the timely production of Fabian research reports, working with colleagues in the research team and external authors
4. Liaise with external designers, printers and advertisers in the production of publications and other materials

**Digital**

1. Work with colleagues to maintain and develop the Fabian Society website, by regularly writing, creating and reviewing posts and webpages.
2. Work with colleagues to deliver the society’s social media engagement across all areas of our output, helping to write, commission and produce content for Fabian social media accounts.
3. Where appropriate create digital content using software such as Adobe, InDesign, Photoshop

**Other duties**

1. Provide a reception service when required, including greeting personal and telephone callers, dealing with postal and email inquiries, and covering enquiries for other staff members.
2. Assist the editorial director in liaising with the Fabian Society’s programme and impact committee, including co-ordinating meetings, producing agendas and minuting meetings.
3. Contribute to the intellectual and organisational development of the society and to contribute directly to Fabian outputs where appropriate.
4. Represent the Fabian Society and the editorial team publicly, where appropriate.
5. Undertake other duties where required by the general secretary and the editorial director

**Person specification**

Candidates should show as many of these attributes as possible – and an aptitude to develop in the remaining areas.

1. Have a strong knowledge and understanding of politics and current public policy issues and the ability to think creatively about current and future political issues.
2. Have demonstrable editorial, media or communications experience and a good awareness of political media.
3. Be able to liaise with potential writers and contributors, including leading politicians and public figures, and key journalists and policy experts.
4. Have excellent written English skills and aptitude for editing, copy editing, proof reading, with strong attention to detail.
5. Have a strong understanding of digital communications and evolving trends in website use and social media.
6. Have good IT skills and, preferably, experience of the technical elements of website management, including the ability to use content management systems such as Wordpress.

1. Be creative, able to think visually, and, ideally, have prior experience of desktop publishing and design software, such as InDesign, Photoshop or Illustrator.
2. Have experience of taking responsibility for projects from inception to completion and an ability to plan your own work, including the ability to multi-task effectively across a range of projects and to hit deadlines.
3. Be an effective communicator, able to work well both in a small team and independently.
4. Demonstrate understanding and imagination about how to reach existing and new audiences and markets for Fabian publications.
5. Be in sympathy with the aims and values of the Fabian Society.

**Conditions and benefits**

Salary £22,500 per annum

Pension Employer pension contribution :

* 7% when employee contribution is 7% or more
* 6% when employee contribution is 5% or more
* 5% when employee contribution is 3% or more

Holidays 30 days plus public holidays (3 days to be taken between Christmas and New Year)

Normal hours 35 hour week, 1 hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday

Location The post is based at the society’s offices in Westminster, central London. Employees currently work at home 2 days per week.

Flexible working We will consider proposals for flexible working during recruitment. The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff

Other benefits Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn; sickness, maternity, paternity, and adoption pay above statutory minimum

Training Right to request financial support and/or paid time off for study towards relevant professional qualifications

Trade union Recognised trade union

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 (eg paid work in a related field, journalism, public speaking, standing for public office).

You will be required to work at evenings and weekends from time to time, due to the nature of the position’s responsibilities and the society’s work. All staff are expected to work out of hours on the day of Saturday conferences and during the week of Labour party conference. When you work additional hours you will be able to take time off in lieu (TOIL) subject to our TOIL policy and with the agreement of your line manager.

**About the Fabian Society**

The Fabian Society has been imagining the future of the left since 1884

* We are a left-leaning think tank dedicated to new public policy and political ideas
* We are a membership movement, active throughout Britain and open to everyone on the left
* We are a democratically governed socialist society, an affiliate to the Labour party and one of its original founders
* We don’t have organisational policy views and instead embrace debate and difference
* We champion and celebrate Fabianism, the belief that radical long-term goals are best advanced through empirical, practical, gradual reform

The Fabian Society is an independent left-leaning think tank and a democratic membership society with over 7,000 members. We influence political and public thinking and provide a space for broad and open-minded debate. The Fabian Society publishes insight, analysis and opinion in print and online, conducts research and undertakes major policy inquiries, convenes conferences, speaker meetings and roundtables, and facilitates member debate and activism right across the UK

As a **think tank** we have a big impact on political and policy debate. Our [staff team](https://fabians.org.uk/about-us/our-people/) in London and Edinburgh work with a wide network of leading politicians and policy experts to develop and promote new ideas and to influence the climate of political opinion. Read about our [current projects](https://fabians.org.uk/about-us/our-projects/) and our three [thematic priorities](https://fabians.org.uk/about-us/our-projects/priorities/).

Our **members** are at the heart of everything we do. They set the society’s direction, through member meetings, elections and committees. They shape our programme as contributors and volunteers. And each year hundreds of activities are organised by and for our members by autonomous sections of the society – the [Young Fabians](https://fabians.org.uk/young-fabians/),

the [Fabian Women’s Network](https://fabians.org.uk/fabian-women/), the [Scottish Fabians](https://fabians.org.uk/scottish-fabians/), the [Welsh Fabians](https://fabians.org.uk/welsh-fabians/) – and by 40 affiliated [local Fabian societies](https://fabians.org.uk/local-fabians/).

The Fabian Society is one of the original founders of the Labour party and is constitutionally affiliated to the party as a [socialist society](https://labour.org.uk/people/societies/). We have a stake in Labour’s democratic processes at local, regional and national level. But we are wholly independent of the party editorially, organisationally and financially.

We are committed to transparency and accountability – [find out more](https://fabians.org.uk/about-us/accountability/).

**What we stand for**

The Fabian Society is a socialist organisation which aims 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

The society is a place for open debate where disagreement is expected and respected. As an organisation we have no collective positions and we do not campaign for particular policies. Everyone who writes or speaks for the Fabians does so in their own name, without committing the society.

The ‘Fabian’ tradition informs how we think and what we do. No other think tank has an ‘ism’ of its own. Our commitment to Fabianism means we believe in the fight against inequality, the power of collective action and an internationalist outlook. We believe in social progress, evidence, expertise, rationality and long-termism. We advocate gradualist, reformist and democratic means in a journey towards radical ends. We are a pluralist movement and create space for open debate.

# **To Apply**

You should apply by emailing a completed application form to the address below.

You are also requested to [complete an equality and diversity monitoring form](https://www.surveymonkey.co.uk/r/L2966HN). This will not include your name and will be separated from your application and used only to review the overall profile of applicants.

Your application should arrive no later than **12pm on Monday 15th August 2022**.

Please apply by email, indicating which position you are applying for, with the subject line ‘Recruitment: Editorial Assistant’.

Email address: [recruitment@fabians.org.uk](mailto:recruitment@fabians.org.uk)

For more information, contact: John Rafferty, Finance and Operations Manager, [john.rafferty@fabians.org.uk](mailto:john.rafferty@fabians.org.uk), 020 7227 4903

Website: [www.fabians.org.uk](http://www.fabians.org.uk/)

**Interview process**

Shortlisted candidates will be invited to a panel interview.

We plan to hold interviews on Thursday 18th or Friday 19th August. Please indicate any times you are not available for interview on these dates in your application form.

Shortlisted candidates will be asked to attend an interview of up to 1 hour with a panel of 2 to 3 people.

The interview may be conducted virtually or in our central London office. We will reimburse reasonable travel expenses.

The interview will consist of interview questions relating to the attributes described in the person specification. Full details will be provided to shortlisted candidates.

Please ask regarding flexibility or accessibility requirements. We will be happy to accommodate reasonable requests and this will not affect your application in any way.