**Managing Editor**

‘Bringing People Together and Books to Life’

The Reader Mission statement

At times, as the clerk had sat in his room late at night, a book held stiffly in his hands, his head numb although he wore a hat, he felt a strange falling away from the printed page and had the crazy sensation that he was reading about himself.

*The Assistant*, Bernard Malamud

**VACANCY REFERENCE CODE: 27/2019**

*Please quote this code on the application form*

**Based in** Work at Home with regular visits to The Reader at Calderstones Park, L18 3JB, or work at Calderstones.

**Reporting to**: Director

**Salary:** pro rata£22,000 - £27,000 per annum

**Hours:** 0.4FTE/14 hours

**Annual Leave:** 30 days holiday per year pro rata plus bank holidays

**Duration:** Permanent

**About the Role:**

The Reader is an Arts Council National Portfolio organization, with a turnover of £3m, developing the International Centre for Shared Reading at Calderstones Mansion, in South Liverpool. We run a global training programme and support more than 500 weekly Shared Reading groups across the UK, led by our dedicated volunteers.

The Reader became a formal organization in 2008, but we were born with the launch of *The Reader* magazine in 1997. Twenty-two years on, we now want to reimagine and relaunch the magazine, in line with the current life of the organization.

We seek an energetic and creative manager with commercial publishing experience, who is attracted by our values, ethos and social ambition. The Managing Editor will lead the redevelopment of The Reader magazine and advise on The Reader’s wider publication programme, especially in its commercial aspects.

We’re looking for an experienced literary leader, who can not only manage a production schedule and interview a famous name about their reading, but also copy-edit beginner-level writing.

The role is both exciting and demanding. You will have business experience, because *The Reader* magazine must pay its way, but you’ll need to be imaginative in creating content from thin air, and dedicated to getting The Reader’s revolutionary message out into the reading world. You’ll need to be able to think in literary, commercial and social dimensions at the same time.

You will work with Director and a magazine board to lead the development of the new Reader magazine vison and to translate it into reality. That’s why we need someone energetic and creative.

The magazine, founded in 1997, was the starting point of what has become a £3m charity leading a reading revolution.

While remaining utterly dedicated to the founding impulse – to spread the word about the value of reading personally - we want to relaunch the magazine as a voice that is both able to speak to a wide body of readers who don’t yet know our work, and a publication more directly connected to the organization as it is now.

After a break in publication during the last year, we hope to relaunch with two physical issues a year in the first instance, plus an online presence.

The Reader also publishes a range of anthologies and other reading matter. We will be glad of your advice – both commercial and literary – into the growth of this strand of work, which will be led by our Head of Publications

The Reader is a fast-paced, extremely demanding and highly rewarding place to work if you are resilient, a learner, and open to both change and personal development.

**Key Responsibilities:**

* Understand The Reader’s business plan and the place of the magazine and other publications within it
* Work with the Director to finalise the vision for the magazine

* Create a business plan for the magazine for 2019-2020
* Create an operational plan for delivering the magazine in 2019-20
* Deliver the operational plan
* Create a learning log so that this phase of development can be learned from in order to develop a longer term business plan the following year and into the future
* Manage the magazine budget and deliver planned financial outcome through efficient use of resources
* Write the section of our reporting for ACE pertaining to the magazine’s work
* Advise on the literary and publication aspects of the wider publication programme when required
* Work with the Communications and Development teams to find creative marketing opportunities to maximise readership and revenue
* Assist in the magazine budget setting process

**Person Specification:**

**Essential**

* Have a thorough understanding of and commitment to The Reader’s Values and Mission
* Demonstrate an ability to live The Reader values in personal and professional behaviour
* An excellent writer
* Can create and meet deadlines
* Understanding of the publishing industry
* Publication development and editing experience
* Excellent communication skills, and able to communicate at all levels
* Can perform to the highest standard while working part time, and/or at home
* Drive, initiative, motivation and resilience
* If working from home, you must be able to work at Calderstones Mansion for at least 8 days per year, in order to meet colleagues face to face and participate in staff and organisational development

**Desirable**

* Experience of creating a publication from scratch
* Copy editing, proof-reading experience
* Knowledge of the literary magazine market
* Knowledge of bookshop and internet book sales systems

**How to Apply:**

If you wish to apply for this role, please submit a letter of application and completed personal details form.

**Note**: Please do not just send in a CV. We will only consider applications that adhere to the following process:

Visit [www.thereader.org.uk](http://www.thereader.org.uk/) and select the ‘Get Involved Section’ where you will be able to view the full job description and recruitment pack. Please complete the personal details form and complete a letter of application and submit to kateharrison@thereader.org.uk

**Letter of application**

Please research The Reader’s mission, purpose, values and current operations. Then write a letter of application, which should include an account your personal beliefs about the purpose of literature, 3 ideas for developing content for relaunched the magazine and some aspect of your experience which made you a good candidate. This letter of application must be no more than 3 sides of A4.

**Personal Details Form**

This includes your contact details, employment history and qualifications

**Deadline for Applications: 9am, Monday 8 April 2019**

A high volume of applications may make replies to everyone impossible. You will hear from us by **Friday** **April 12th** if you are to be called for interview.

Interviews will take place **Friday 3rd May 2019.**

The post will commence as soon as possible after that.