

Job description

Job title: Publishing assistant

Responsible to: Senior editor (design lead)

Contract: 9-month fixed-term contract

Hours: 21 hours per week

Location: Hybrid, with a combination of working in our Manchester office and from home

Salary: £18,895 to £23,315 per annum, based on 21 hours per week, plus benefits (£31,492 to £38,858 full-time equivalent)

About the role:

IPPR is an independent charity working towards a fairer, greener and more prosperous society. We make today's bold ideas tomorrow's common sense.

IPPR is looking for a publishing assistant with some existing skills and a strong interest in all aspects of publishing, including editorial, design, typesetting and layout, and online publishing.

You will support our small but very busy in-house publications team to deliver our publishing schedule across all of IPPR's outputs, covering all areas of public policy research.

Main responsibilities:

You will work as part of a three-person publishing team, with occasional freelance support, across the different stages of seeing IPPR's research publications through from submission to publication.

Editorial

- Copyediting
- Proofreading
- Copywriting, including summarising complex research reports to create online summaries and standfirsts
- Applying IPPR house style and helping to ensure that our editorial style is adhered to consistently across all channels and formats

- Supporting researchers with writing and house style queries, and responding to queries about submissions

Design

- Creating charts and graphics for our research outputs using Illustrator
- Typesetting and layout using InDesign
- Selecting images for use in publications and online
- Touching-up and manipulating images using Photoshop to ensure quality and creative impact
- Applying our brand guidelines consistently across all IPPR-designed outputs, and supporting research colleagues to do the same
- Applying copyright rules to the reproduction of images and graphics
- Designing print and digital assets for wider IPPR use, such as event banners, business cards, promotional materials etc.
- Producing and supporting colleagues to produce corporate materials to ensure quality and brand consistency, including PowerPoint presentations, Word documents and templates

Digital publishing

- Publishing research reports on the IPPR website, including drafting summary copy
- Publishing blog posts and long read articles on the IPPR website
- Creating interactive charts and graphics for online articles
- Proofreading and posting other content to the IPPR website and blog
- Supporting the IPPR communications team with the day-to-day maintenance of and publishing on the IPPR website
- Supporting the IPPR communications team by creating and adapting publications content for use on social media channels

Other responsibilities

- Publications administration, including managing the production schedule, liaising with authors and research teams, record-keeping and dealing with queries and requests

- Supporting the senior editor and head of publishing with strategic projects, including writing training for research staff, website development, and exploring new innovations in IPPR publishing
- Attending publications-related meetings and taking notes
- Briefing and working with freelance designers, copyeditors and other suppliers
- Managing the production of printed outputs
- Working collaboratively with researchers and other colleagues to deliver projects, outputs and events
- Playing an active part in the wider IPPR communications team, and providing additional support to communications colleagues where necessary
- Contributing to the broader aims and intellectual capital of IPPR, attending and actively participating in staff meetings, and attending IPPR events as appropriate. Some occasional travel to London may be required.

This description is flexible and, from time to time, you may be required to carry out tasks in addition to your normal duties, provided that these tasks are reasonable and within your capabilities.

Person specification

- An interest in editing, design and layout
- Very strong attention to detail
- The ability to work independently and maintain focus on detailed tasks for extended periods
- An approachable, flexible, and collaborative approach, with confidence in liaising with colleagues across the organisation
- A pro-active approach and the ability to solve problems creatively
- Excellent communication and administrative skills
- A willingness to learn a variety of new skills and programmes, including our website CMS Craft, Adobe Creative Cloud, SharePoint, Excel, Flourish and TeamUp
- An interest in politics and public policy
- Commitment to IPPR's values, including advancing diversity, equity and inclusion, and an interest in our work and charitable objectives.

Terms of appointment

Joining IPPR means being part of a progressive organisation that values work-life balance, professional development and employee wellbeing. We offer generous leave allowances, flexible working arrangements and a collaborative and inclusive culture. Our offices are in London, Manchester and Edinburgh, with many staff working remotely for part of the week.

Salary

The salary for this role is £18,895 to £23,315 per annum, based on 21 hours per week (£31,492 to £38,858 full-time equivalent), plus benefits.

Appointments are typically made towards the lower end of the relevant pay scale. Our pay framework is designed to recognise and reward the knowledge, skills and experience staff develop over time. We encourage progression and promotion through our annual performance process, and our basic rates of pay are also reviewed annually.

Contract period

This is a 9-month fixed-term contract.

Location and flexible working

We value the benefits of in-person collaboration and ask staff to spend at least 40 per cent of their working hours in our Manchester office, with the remainder of the time able to be worked remotely.

We are committed to flexible working and will consider a range of arrangements for the successful candidate. We are open to shaping the working pattern around the right person, and arrangements can be discussed at the interview stage.

Annual leave

We offer a generous 25 days of annual leave, plus bank holidays and five additional Christmas closure days each year. Annual leave and Christmas closure days are pro rata for part-time staff.

Pension

We recognise how important it is to help you save for your retirement and offer a defined contribution group stakeholder pension scheme with Aviva. You can choose to contribute up to 5.5 per cent of your salary, and IPPR will match your contribution.

Probation period

This appointment includes a 4.5-month probationary period. During this time, the notice period is two weeks. The probation period is designed to support your induction and development, ensuring you have the guidance, resources and support you need to succeed in your new role.

Additional benefits

Wellbeing support: We provide access to occupational health services, Mental Health First Aiders and a 24/7 Employee Assistance Programme offering in the moment support and counselling, legal and financial advice, and specialist support and signposting services.

Family-friendly policies: We offer generous carer and parental leave and family friendly policies designed to support staff with their family commitments. These include up to 21 weeks of maternity, adoption or shared parental leave at full pay, and six weeks of paid paternity leave.

Flexible working: We support a variety of flexible working arrangements, allowing staff to adjust their working day to suit their individual needs. We also offer paid time off to deal with emergencies and unexpected events.

Learning and development: We are committed to supporting the learning and development of our staff and offer a range of formal and informal development opportunities, on-the-job learning and up to five days of paid study leave each year.

Everyone has regular career and development conversations with their manager, and we encourage colleagues to share their knowledge and learning across the organisation.

Union and staff networks: Staff have the option to join a trade union, and we have thriving staff-led networks that provide opportunities to share experiences, connect with colleagues and help build an inclusive culture across IPPR. Listening to our colleagues' thoughts and ideas about how and where we can improve is central to our values, ethos and objectives as a progressive organisation.

Giving back: We offer three days of paid special leave each year to take part in volunteering activities.

Equality, diversity and inclusion: IPPR is committed to equality of opportunity and welcomes applications from all sections of the community and from applicants with a range of professional and lived experiences. As an organisation engaging in critical debate about a wide range of progressive policy issues, we value the creativity and range of perspectives that a diverse team can provide.