

Detailed Job Description

Job title:	Coordinating Editor
Reporting to:	Ethos Director
Hours:	15 hours per week (flexible days and times)
Location:	Flexible

Organisational mission

To help God's scattered people live biblically in their personal, working, community and political relationships, modelling civil engagement and informed Christian dialogue through publications and forums.

Organisational vision

The vision of Ethos is

- To be a network of integrative Christian thinkers and activities drawn together in a seeking a practical theology of everyday and public life.
- To undertake foundational thinking in a balanced biblical way and openly orthodox theological way based on God's Trinitarian work calling us out vocationally in creation, reconciliation and completion/new creation.
- To empower Christian professionals to publicly profess their faith by word and deed in a wide range of contexts: business, professions, government, community and media.

Purpose of role

Ethos was established in 2010 through the merger of the Zadok Institute for Christianity and Society with the Evangelical Alliance's Department of Public Theology.

The Coordinating Editor is responsible for assisting the Commissioning Editor/Director with producing Ethos' print and online publications and events. This work will vary depending on the publication, but includes coordinating editor and copy editor tasks, plus management of all advertising/promotion for events, management of publications and coordination of Ethos' social media engagement. It includes regular dialogue with the Commissioning Editor/Director regarding themes, articles etc.

Responsibilities & duties

Responsibility 1 – Act as the coordinating/production editor of *Zadok Perspectives*, including working with the Director to develop, facilitate and lead team of contributors, and liaising with graphic designers regarding publication layout.

Work standard – Ensuring *Zadok Perspectives* is published by (Autumn) c.15 March, (Winter) 15 June, (Spring) 15 September and (Summer) 15 December each year and maintains its high, award-winning standards of production and content. This will be the critical part from mid-2025 towards celebrating Zadok's 50th anniversary in 2026.

Responsibility 2 – Ensure the timely delivery of 6 editions of *Engage.Mail* each year with free and paid content. Includes development, facilitation and leadership of a team of contributors as we move towards an additional 2-3 issues of combined *Engage.Mail/Equip*

per annum with current *Equip* editorial team.

Work standard – Identify and invite writers of diverse backgrounds and interests. Timely production of **Engage.Mail** by the 2nd week of each second month (with a January break).

Responsibility 3 – Management of all advertising in Ethos publications (from external organisations and internal Ethos promotional activities).

Work standard – Ensure all advertising is placed in a timely and professional manner, and the development of any advertising copy is done to a high standard.

Responsibility 4 – Management and development of Ethos website.

Work standard – Ensure the website is up to date with current content and is easily accessible.

Responsibility 5 – Management and development of Ethos social media engagement.

Work standard – Ensure all social media engagement is done in a timely, professional way.

Qualifications and experience

For this position theological or other academic qualifications are essential. Candidates must demonstrate writing and editing skills and have good organisational ability. Experience in editing publications, in social media management and in working with writers are all advantageous.

A demonstrable commitment to the mission and vision of Ethos is essential.

Key relationships

With	Purpose
1. Ethos Director	Accountability
2. Ethos Administrator	Liaison and cooperation, particularly regarding distribution of print publications
3. Web Manager	Liaison regarding development and maintenance of web site
4. Red Fish, Blue Fish (Zadok Designer)	Liaison regarding print publication layout
5. <i>Equip</i> Designer	Liaison regarding print publication layout

Salary and conditions

A component (40%) of the base salary will be paid as exempt fringe benefits while you remain an approved religious practitioner for tax purposes. In addition, a monthly expense allowance is payable, covering regular telephone, computer, internet and local travel expenses.