JOB DESCRIPTION			
Job title	**Editorial Manager**	Department	**Ada Lovelace Institute**
Job holder	**Vacant**	Reports to	**Head of Communications and Content**
Job type	**Part-time (21 hours per week across at least three days). Fixed term until December 2025.**	Date created/amended	**September 2024**
Job aim	The editorial manager will work collaboratively with research directorates and the communications team to ensure that Ada delivers high-quality, impactful research publications to our various audiences. The postholder will be a champion of editorial standards for the Institute and will lead on the development of editorial practices to maximise efficiency and quality.		

Key responsibilities: Including but not limited to

1. Editorial standards

- Work with the Head of Communications & Content to develop and define editorial and writing standards for Ada's work, in line with our vision, mission and communications / content strategy.
- Act as the expert owner of editorial and writing standards at Ada, advising and supporting other colleagues as required.
- Own, maintain, review and develop the editorial process, guidance and style guide to ensure that editorial and writing standards are clearly set out in ways that align with Ada's research pathway.
- Communicate and embed standards across Ada's writing and editorial processes, including internal research teams, the communications team and external copy editors.

2. Editorial management

- Act as the lead for editorial management for each project in the research pathway. Assess editorial and writing needs from the outset, including tone, style, readability and structure, and contribute to communications and audience planning.
- Carry out structural editing and copy editing of Ada's research publications at every stage of the research pathway – from outline to final draft – ensuring all publications are produced to agreed standards and resonate with the intended audience.
- Manage Ada's editorial process so that it delivers quality assurance, timely delivery of research and clear communication between teams.
- Work with Ada's Communications Manager(s) to understand communications deadlines and ensure that research publications are produced to agreed schedules.
- Support editorial quality assurance for the blog, policy work and press statements as required

3. Writing and editing training and support	
	▪ Plan and deliver regular writing and editing support to research teams – both ad-hoc to individual researchers (as required by project timelines) and through developing internal workshops or external training, as required.
	▪ Lead internal training for communications and content staff to ensure consistency of skills and approach across the team.
4. Resource and people management	
	▪ Build strong working relationships with researchers, Associate Directors and other relevant members of the Ada team to support the delivery of constructive feedback.
	▪ Liaise with, oversee and assure the quality of the work of external copyeditors and proofreaders.
5. Other	
	▪ To provide wider ad-hoc support to the Communications team where required
	▪ The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person specification	Essential (E) or Desirable (D)
Role Related Skills and Experience	
Considerable specialist experience in long-form editorial and/or publication management	E
Ability to approach editing from a strategic, impact-focused lens.	E
Exceptional proofreading and copyediting skills.	E
A proven track record of developing and embedding effective editorial processes.	E
Experience tailoring content to a wide variety of audiences.	E
Experience communicating complex information in a clear and accessible way.	E
Knowledge of research practice and methods.	D
Experience editing in the AI, data, science or technology fields.	D
Leadership and People Management	
Ability to lead and support a quality assurance process within a team.	E
Ability to work with a diverse range of stakeholders.	E
Experience training or supporting others on how to write and edit.	E
Experience managing external freelancers.	D
Personal Qualities	
Attention to detail and the ability to work consistently, understanding and following standards and processes.	E
A willingness to continually learn and immerse oneself in the issues raised by using data and AI.	E
A commitment to equity, diversity and inclusion, and to addressing structural inequalities and injustice.	E
A flexible and creative approach to problem-solving.	E
Comfortable working at pace and with a large degree of independence.	E
A collaborative approach to research and thinking.	E
A diplomatic and constructive approach to giving feedback.	E