

JOB TITLE: Junior Digital Editorial Officer
Contract type: Fixed term 30/09/2022
Salary: £23,955 - £26,022 per annum (pro-rata where applicable)
1 x full time, 1 x part time (0.8)

The challenge

As Wales' largest awarding body, at WJEC we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their **full** potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role:

The purpose of the post is to support the digital editorial manager to edit high quality resources in both Welsh and English that meet the need of learners and teachers.

The person:

To thrive in this role, you'll be organised and be able to maintain a high attention to detail when working on several tasks simultaneously. The successful candidate will be confident working on their own initiative, but equally confident working with others, in support of team projects.

Our benefits:

WJEC is a welcoming and supportive organisation, which is proud to offer a range of generous employee benefits including: 25 days annual leave a year (plus 16 statutory/ additional days), training and development opportunities including free Welsh language courses, and a good pension scheme. Whilst there will be times when you are required to work on-site in our Cardiff office, we would be happy to consider requests for flexible and/or homeworking from the successful applicant.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 31 January 2022

JOB DESCRIPTION

Job title:	Junior Digital Editorial Officer
Department:	Chief Executive
Section:	Digital Educational Resources
Responsible to:	Digital Editorial Manager
Grade:	5
Location:	WJEC Offices, Western Avenue

Main purpose of Job:

Supporting the senior digital editorial officers and manager to edit high quality resources in Welsh and English that meet the need of learners and teachers.

Principal Duties and Responsibilities:

Supporting the senior digital editorial officers and manager to edit and proofread educational resources that are under development in Welsh and English. The post will entail working across a wide range of subjects and resources being prepared for publication in digital forms for pupils of all ages. An understanding of the need for correct language and language register are more important than knowledge of specific subjects.

The post holder will mainly work on short digital projects.

- Give due attention to the following when editing resources:
 - correct language
 - appropriate language register for the audience of the resource
 - correct and consistent use of terms
- Cooperate with the digital editorial manager to ensure the quality of the work.
- Translate short extracts of text according to need.
- Ensure that editing projects meet deadlines.
- Protect and promote the good name of WJEC in the field of educational resource commissioning and production.
- Take up any duties and other responsibilities from time to time that are commensurate with this grade, according to the requirements of the digital editorial manager.

Person Specification

Job title:	Junior Digital Editorial Officer
Department:	Digital Development Team

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Excellent communication skills and quality assurance skills in Welsh and English
- High level language skills
- Good editorial skills
- IT skills
- Time management skills
- Project management skills
- Ability to work under pressure
- A flexible approach to work
- Able to work to a high level of accuracy
- Ability to work independently
- Ability to work as a member of a team
- Ability to work with others at all levels

Desirable

- IT skills in a range of programs

Knowledge

Highly desirable

- A thorough knowledge of educational matters and current developments
- A knowledge and understanding of the range of educational resources on the market both in digital and print form
- A knowledge and understanding of design, production and quality assurance processes that are relevant to digital and print resources

Desirable

- A knowledge and understanding of publishing methods and media regarding print and digital educational resources

Experience

Highly desirable

- An experience of translating/editing/proof/reading

Training / Qualifications

Highly desirable

- A Welsh language A-Level

Desirable

- A degree in Welsh
- Training in recent electronic programs/systems

Other Requirements

Highly desirable

- A keen interest in education and supporting resources
- Flexibility

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd: Job Title:	Junior Digital Editorial Officer		
Cyflog: Salary:	£23,955 - £26,022	Gradd: Grade:	5
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
Pensiwn:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
Pension:	The provision of the Local Government Superannuation Act apply		
Math o Gytundeb:	Contract Type:		
Llawn-amser Tymor Cyfyngedig / Full Time Limited Term	Diwedd y Tymor End of Term	30/09/2022	
	Nifer yr oriau yr wythnos No of hrs per week	36.5	
Rhan-amser Tymor Cyfyngedig / Part Time Limited Term	Diwedd y Tymor End of Term	30/09/2022	
	Nifer yr oriau yr wythnos No of hrs per week	29.20	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn Dyddiad cau: 31 Ionawr 2022			
Completed forms should be sent by email to hr@wjec.co.uk Closing date 31 January 2022			