

**JOB TITLE****Junior Editorial Officer**

Contract type:

Fixed Term 30/09/2022

Salary:

£23,463 - £25,488 per annum (pro-rata where applicable)

**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: Thursday 21 October 2021**

## JOB DESCRIPTION

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

### Main purpose of Job:

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

### Principal Duties and Responsibilities:

Supporting the digital editorial manager to edit and proofread educational resources that are under development in both 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

<b>Job title:</b>	Junior Digital Editorial Officer
<b>Department:</b>	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 English and Welsh
- 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**

- An English or Welsh Language A-Level

### **Desirable**

- A degree in English or 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	
<b>Teitl y Swydd: Job Title:</b>	Junior Digital Editorial Officer		
<b>Cyflog: Salary:</b>	£23,463 - £25,488	<b>Gradd: Grade:</b>	5
<b>Gwyliau Blynyddol:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd.		
<b>Annual Leave:</b>	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays		
<b>Pensiwn:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol		
<b>Pension:</b>	The provision of the Local Government Superannuation Act apply		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
<input type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input checked="" type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		<b>Nifer yr oriau yr wythnos No of hrs per week</b> <b>Diwedd y Tymor End of Term</b> 30/09/2022 <b>Diwedd y Tymor End of Term</b> / / <b>Nifer yr oriau yr wythnos No of hrs per week</b>	
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:ad@cbac.co.uk">ad@cbac.co.uk</a> erbyn <b>Dyddiad cau: 21 Hydref 2021</b> Completed forms should be sent by email to <a href="mailto:hr@wjec.co.uk">hr@wjec.co.uk</a> <b>Closing date 21 October 2021</b>			