Job Description

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| Job Title | Editor | Department | Editorial Team / Studio |
| Reports To | Peter Fox | Location | Enterprise House (hybrid/remote) |

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| Job Purpose - Overview |
| *Describe the main purpose of the job and its role within Cardfactory (regional, etc.).* |
| We are looking for an **Editor** to join the Editorial Team within our in-house Design Studio. The studio is a dynamic, fast paced and creative environment where ideas come to life, with a friendly, fun team, and every day brings new challenges. |

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| Key Responsibilities |
| *Detail responsibilities. How does the job impact the business, what is the area of impact, what is the level of leadership/influence, team size, internal/external working relationships, etc..* |
| The editorial team is responsible for the messages on cards, gifts, wrap and bags for both in-store and online products. Working closely with designers, project leaders and managers an editor's duties include:   * Planning and writing original copy using tone of voice to suit the product type, genre and target customer; * Editing existing copy from our database; * Writing appropriate captions, sub-captions and taglines; * Assigning and administration of copy to jobs; * Generating new editorial concepts for consideration; * Grammar and spelling accuracy; * Proofreading; * Researching/identifying cultural and societal trends; |

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| Core Accountabilities/Measures of Success |
| *Provide 4-6 key measures of success. These are the key outputs of the role/end results required for the business unit.* |
| We work to a strict critical date path and 'right first time' quality measures and encourage creative and commercial thinking.   * meeting deadlines; * error-free copy on all products; * commercial tone of voice; * innovative and new concepts; |
| Qualifications, Skills, Experience Required |
| *Precise description of job functional knowledge (technical/subject-matter/professional expertise), business knowledge, problem-solving and interpersonal skills and experience required for the satisfactory performance of the job e.g. type, breadth and depth of experience, specific skills, qualification requirement, etc.* |
| Some experience within the Greetings Card industry, Gifting sector or similar is preferred.   * Worked within a similar role; * Experience of writing for specific products and/or packaging; * Excellent spelling and grammar; * An understanding of people, relationships, design and how to convey a message concisely; * Commercial and trend awareness; * Exceptional attention to detail; * Ability to work quickly and accurately to meet tight deadlines; * A creative, open-minded, team player 'can-do' attitude; * IT literate; * A related qualification is preferred, however experience in a similar role is just as valuable; |

Role Metrics

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| For line manager roles only | | | |
| Total team size |  | Direct/Indirect reports |  |
| Budget responsibility |  | capital/Revenue Responsibility |  |
| Organisation Chart | Please attach |  |  |