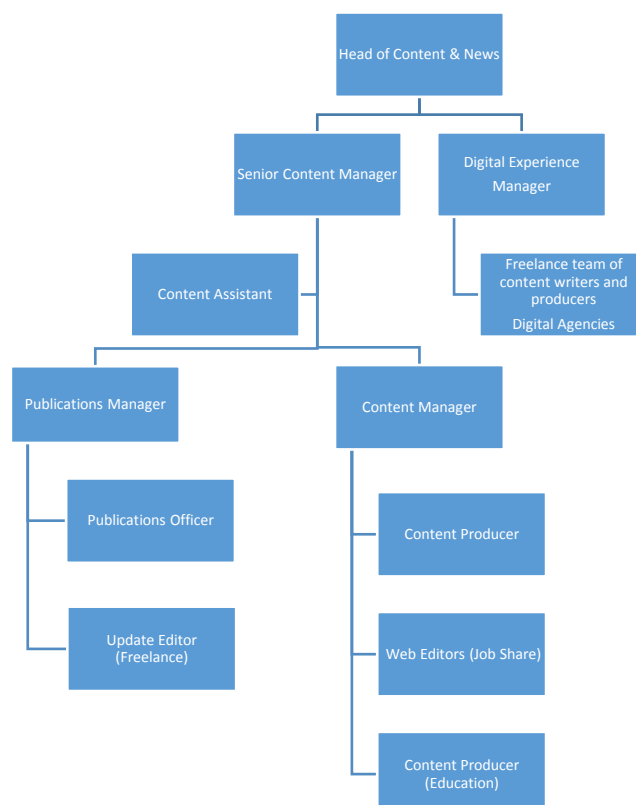


Job Title: Publications Officer

DIRECTORATE:	Engagement & Fundraising
SECTION:	Content Team
REPORTING TO:	Publications Manager
CONTRACT:	Permanent



WORKING RELATIONSHIPS:

Inside Diabetes UK

All teams, directorates and project groups within Diabetes UK

Outside Diabetes UK

Print and delivery managers, freelancers, creative and comms agencies and suppliers, charities, copywriters, readers, supporters and volunteers.

OVERALL PURPOSE OF THE JOB

The Publications Officer role is pivotal in supporting the development and delivery of Diabetes UK's portfolio of printed health guides, leaflets and flagship subscription magazines to better promote the seriousness of diabetes, help more people manage their condition and encourage a wider range of supporters to get involved or contribute to the cause.

We're looking for an innovative and collaborative editor and talented writer, with hands-on publishing experience who is as at home working with freelancers and designers as they are printers and supply chain teams. You will need to be confident in meeting tight deadlines, supporting on large projects projects and being part of a busy team. Ideally you'll have a flair for editorial, ideally with some digital experience too and knowledge of the latest creative, digital and print trends.

This is an exciting time to be joining the team as we look to review and improve our print offerings for a wider and more diverse audience, grow readership across our subscription magazines, Balance, Update and My Life and create more integrated offline and online end-user journeys.

The Content team is dedicated to strengthening and maintaining our position as the trusted source of information for anyone living with, affected by and at risk of diabetes. Their remit will be to produce audience-first, insight-driven responsive, relevant and engaging content. The team will act as an internal content agency which is responsible for the ownership, development and publishing (online and offline) of Diabetes UK patient information, educational content and magazine and lifestyle content. The ideas and expertise of the content team will result in high-profile content that drives awareness, engagement and conversion through our online and offline channels.

MAIN DUTIES AND RESPONSIBILITIES:

- Supporting the Publications Manager with commissioning and producing engaging content, devising schedules, and managing working practices to ensure all products are delivered on time and on budget.
- Overseeing a database of copywriters, designers, photographers and printers ensuring suppliers have gone through relevant checks and agreed contractual obligations.
- Repurposing content online where appropriate working with the Content Producer and membership teams.
- Taking editorial responsibility for the annual My Life magazine and owning the My Life digital platform, ensuring that the content is relevant and up to date.
- Supporting the Publications Manager deliver the editorial output of the organisation, ensuring high standards and working collaboratively with teams to ensure content reflects charity's organisational objectives
- Providing professional expertise and guidance across the organisation and raising the skillset and experience of colleagues in understanding best practice editorial output.
- Overseeing leaflet reprints ensuring they are delivered on time, on budget and to agreed standards
- Ensuring all outputs adhere to our brand guidelines.
- Supporting the Publications Manager in overseeing print schedules, stock levels and reprints, working closely with the printers and warehouse.

PERSON SPECIFICATION:

The best person for this job will have experience in:

- Advanced editorial and writing experience
- Strong organisational and communication skills
- Working under pressure to meet deadlines
- Project management, including time planning, time management, and resource planning
- Commitment to producing quality work with an eye for detail
- Producing content for the web and using content management systems, Drupal would be desirable
- Knowledge of Adobe Creative Cloud, with ability to edit on screen. Proficient in Microsoft Office.
- NCTJ qualification would be desirable.

The best person for this job will be:

- Exceptionally organised with excellent time management
- An excellent and highly effective communicator
- Process-driven and able to work under pressure
- Proactive and able to prioritise own work
- A great writer, editor and proofreader, with a high level of attention to detail
- Enthusiastic and willing to learn new skills
- A team player, with the ability to work with colleagues across the organisation
- Innovative and creative
- Confident using the Microsoft office suite and other organisational tools