

Job specification: Editor

About Wardour

Wardour is a content marketing agency of 25 years' standing, based in the West End of London, that is focused on helping clients drive value from their brand and purpose. We plan and deliver smart content for smart people, and our team of writers, editors, designers, animators, videographers and coders are pretty smart too. With a wide range of projects and clients, no two days at Wardour are ever the same. We provide a challenging and stimulating environment in which creative people can develop their skills.

Overview of the role

We are looking for a versatile, detail-oriented editor. They should ideally be looking for their second job and have some experience of a range of editorial duties.

The successful candidate will work across print and digital projects for clients, predominantly in the B2B space. They will perform tasks including writing, researching, sub-editing, commissioning and proofreading. Project outputs will take in online, print and brand campaigns, as well as videos, podcasts and social media posts.

The editor will be expected to take ownership of some projects, liaising directly with clients as necessary. They will also work into more experienced members of the team for other projects. Since a significant proportion of Wardour's clients are in financial and professional services, some knowledge of and/or interest in these sectors is desirable.

Responsibilities

Depending on the projects they are assigned to, the editor will be expected to:

- Take overall responsibility for editorial management of projects, from creative concepts to ensuring deadlines are met
- Research and write articles, video scripts, social media posts, etc
- Commission and edit articles from external contributors

- Liaise with clients as necessary
- Liaise with the design team to produce visual assets
- Arrange for work to be proofread as appropriate

Additionally, as part of the editorial team, the editor will be expected to proofread copy for colleagues, and to contribute to other editors' projects, on an ad hoc basis.

Attributes and experience

Essential:

- At least three years' editorial experience
- Strong writing, editing and proofreading skills
- A high standard of accuracy
- The ability to think creatively in order to solve clients' challenges
- Good time management
- Confidence in presenting ideas and communicating with clients
- The ability to work as part of a team
- Familiarity with Microsoft Office programs (Word, Excel, Teams, etc.)
- The flexibility to learn new skills and new ways of working as content marketing continues to evolve

Desirable:

- Experience of working on videos and animations
- Experience of creating social media posts
- An understanding of SEO
- Knowledge of the financial services and/or professional services sector
- Experience of commissioning freelance writers
- Familiarity with Adobe InDesign