

Journal



Associate Editor, Journal

Collaborating with Peter Nicholson, the Journal Editor to research and plan new upcoming issues of the Journal. This could involve writing or vetting and editing articles, liaising on production of the magazine and ensuring all deadlines are met.

Job brief

This is an exciting new opportunity for an enthusiastic associate editor to join our team for 7.5 hours (one day equivalent) per month. The individual would be able to participate in all editorial stages of the publication process, including promoting magazine content on social media. This work can be done in person at our Edinburgh office or by liaising with the Editor remotely. Please note this role will run for six months and the candidate must be a law student/trainee solicitor/PQE less than five years or an accredited paralegal with an interest in publishing.

As the Law Society of Scotland celebrates its 70th year, Connect is delighted to offer this exciting new role. The position will be an enviable addition to any future CV and will offer the successful candidate a chance to get an entry-level grounding in publishing.

Possible responsibilities

Collaborate with the Editor on the Journal magazine:

- Research and plan new articles
- Liaise with team members (e.g. editor, designer, etc) ensuring deadlines are met
- Write and edit pieces
- Proofread and check articles for accuracy
- Suggest possible sources and improvements for pieces
- Follow current events and developments and suggest original ideas
- Use social media and SEO to draw attention to articles.

Requirements

- Strong writing and proofreading skills
- Experience with MS Office, Google Drive and familiarity with social media platforms
- Excellent command of English
- Attention to detail
- Excellent communication skills
- Ability to prioritise and multitask.
- Law student/trainee solicitor /PQE less than five years/Accredited Paralegal.

Additional notes

The successful applicant will be paid hourly, at a journalism/writers rate of £180 per day with 7.5 hours (one day) required per month for a six-month term. All travel expenses will be paid at the 45p per mile rate (car use) and economy travel.

Prospective candidates should submit their CV and 150-200 words on why they would like to be part of the editorial team to Editor Peter Nicholson peter@connectcommunications.co.uk by 5pm on 8 March 2019.