



FRIENDS OF FRIENDLESS CHURCHES

70 Cowcross Street, London, EC1M 6EJ | office@friendsoffriendlesschurches.org.uk | 020 7236 3934

Freelance Newsletter Editor

| | |
|---------------|---|
| Job title: | Editor |
| Remuneration: | £3,000 per issue; 2 no. issues per year |
| Duration: | Permanent |
| Location: | Home-based |
| Role: | To manage the production two newsletters per year. Reporting to our Director, commissioning articles, managing a commissioning budget, writing content, and working with our production house to ensure timely publication. |

Friends of Friendless Churches are re-designing their main publication, and are seeking to appoint an editor to oversee the production of two newsletters per year.

Our newsletter is the main benefit of membership of our charity, and we know that members enjoy the comprehensive coverage and personable tone. We do not want to lose this, but we do want someone who can bring fresh ideas and creativity to our newsletter.

The newsletter should bring readers up-to-date with everything in the world of church conservation and beyond. It should be intelligent, eclectic, accessible, packed with fascinating history, facts, and fun.

We're looking for someone who can work to a production timetable, commission articles, manage contributions (and contributors), edit quickly and cleanly, and work with our designer, proof-reader and production team to ensure the newsletter is produced to a high standard on time and on budget.

We are looking for a person who is conversant with the heritage sector, and particularly with ecclesiastical architecture and heritage. We want to appoint someone who can report on and discuss issues facing our sector with ease, insight and authority.

The newsletter will run to 64 pages (68 including covers), and will be published in May and November. As per our current newsletter, it will include sections on *Tales from Friends' Churches* and book reviews, but will also include new sections covering upcoming campaigns and guest essays. A draft flat plan of our newsletter is available upon request.

This is a part-time role which will suit someone who wants to work flexibly. It will involve long-term planning and ongoing contact with contributors, with working time on the project increasing as each issue's publication day approaches.

--

To apply, please send your CV and cover letter to office@friendsoffriendlesschurches.org.uk by 5pm on 31 May 2021

President The Most Honourable The Marquess of Salisbury KG KCVO PC DL
Chairman Roger Evans M.A.
Director Rachel Morley BEng

*Friends of Friendless Churches is a company limited by guarantee. Charity no.: 1113097; Company no.: 1119137;
Registered in England and Wales.*

About Friends of Friendless Churches

Friends of Friendless Churches saves redundant but beautiful old places of worship of architectural and historical interest from demolition, decay and unsympathetic conversion. Working across England and Wales, we are an independent, non-denominational charity which cares for 58 former places of worship and taking on more every year.

Believing that an ancient and beautiful church fulfils its primary function merely by existing, we preserve these buildings for the local community and visitors to enjoy. Without us, all of these buildings may no longer be here, or open to the public.

For more information [see our website](#).