



The ideal candidate is an existing assistant editor or editorial assistant looking to step up into the next role who is capable of working across print and online formats who's driven by producing excellent client-led content and campaigns. The role will require strong creative ideas and editing skills and the ability to learn how to manage a project – and client relations – from start-up meeting to final reports.

Key to the assistant project editor role is to work with clients and the project editors / branded content manager to create content for clients for print or digital. Good writing, editing and proofing skills will be expected to be developed (from a good base) with an opportunity to suggest creative solutions with clear communication skills between clients, team members and managers to deliver projects to deadline and brief.

Ideally experience of working with writers, clients and sales teams will be desirable as well as being able to confidently deliver your project to deadline and be the conduit between different departments, including sales, editorial and production.

An interest and experience of different social platforms and video would also be desirable.

You will be part of a team creating editorial and commercial content across the APL Media portfolio. The main focus of the role will be working with the Paid Content division on *National Geographic Traveller* (UK) titles.

Managing, commissioning, writing, SEO, editing, overseeing flatplans, fact-checking and proofing are all part of the role that you will be growing into. You'll work with original copy prior to layout and then on page in InDesign or online. Being able to use CMS and social media platforms is a requirement. You may be expected to work on, and develop, other projects as required.

Working as part of a Paid Content team creating campaigns for *National Geographic Traveller* (UK) titles you will:

- Be able to write, edit and commission ideas for the paid content team.
- Work with print, digital and potentially video content (and potentially other media, as required).
- Be familiar with CMS systems.

- Work closely with writers and team members to ensure all materials adhere to the project brief and meet the company's high standards and style guidelines.
- Good people skills are essential, particularly for dealing with the sales team and clients.
- Collaborate with all departments, including sales, accounts, sub editors and production.
- Commit to high editorial standards across a broad range of print and online products.

Have an interest in travel and being able to represent the company abroad or at events where required.

- Proficient on a Mac and with InDesign and MS Office.
- Work as part of a growing team, reporting to the Branded Content Manager and their deputy.

- Hybrid working
- Medicash healthcare plan, including discounted gym membership and mental health support

ASAP

14 September

Full-time (9-5.30). Note we offer a hybrid working environment as standard — three days working in the office, two days working from home.

Permanent

Only successful candidates will be contacted.